Department of State

Local Government Efficiency Program
Consolidated Funding Application
2022

May 26, 2022
1) Program Overview
2) CFA Overview
   Fiscal Information
   Budget and Work Plan
   Application Review
Program Intent

Assist local governments to implement new opportunities for savings and modernized service delivery
Program Funding

$4 million is available for 2022-2023 program

Up to $3.6 million for implementation
Up to $400,000 for planning projects
2021 Awards

Consolidated Countywide Code Enforcement Plan (Chautauqua County)

Centralized Water Meter and Centralized Billing (Wyoming County)

Roscoe and Livingston Manor School District Consolidation Study (Sullivan County)

Tupper Lake North Country Regional GIS Infrastructure Project (Franklin County)

Village of Barker Joint Village Hall and Library (Niagara County)
Eligible Funding

Planning
Capped at $12,500 per municipality, per project
Maximum of $100,000 for a project
50% State Funds/50% Local Funds

Implementation
Capped at $200,000 per municipality, per project
Maximum of $1,000,000 for a project
90% State Funds/10% Local Funds
Eligible Applicants

Local governments defined as

- towns, villages, cities, counties
- school districts, BOCES and public libraries
- fire and other special districts
- water and sewer authorities
- regional planning boards
Eligible Expenses

- Legal and consultant services
- Capital improvements and equipment
- Transitional personnel costs not to exceed three years
Ineligible Expenses

• Recurring and indirect local government expenses
• Contingencies
• Approved operating expense of a school district as defined in Education Law § 3602(1)(t)
• Expenditures funded through other LGE grants
• Other unrelated expenses
  o Alcohol, out-of-state or out-of-country travel, prizes and awards, honoraria, lobbying, expenses, fund-raising, grant writing costs, fines and penalties, taxes, deficit funding, religious activities and refreshments for meetings
CFA Application

CFA Questions

• Threshold
• Basic
• Attachment
• Standard

Local Official Certification
LGE CFA Attachments

Fiscal Impact Worksheet
Budget and Work Plan
Other Supporting Information
MWBE Compliance Form
LGE Fiscal Impact Worksheet

2022-2023 Fiscal Impact Worksheet A - Applicant Information

Instructions:
1. In the GREEN area below, enter the name of the lead and co-applicants. Then enter the fiscal year for the data used and the total real property taxes and assessments (tax levy) for budget items funded by property taxes through the General Fund (A & B funds) or user fees for budget items funded by fees through Enterprise Funds (FX, G & S funds).

2. Once the entire workbook is completed, export the entire workbook as a PDF to attach to the CFA. Export as a PDF using your program’s menus.

<table>
<thead>
<tr>
<th>EXAMPLE</th>
<th>Name</th>
<th>Fiscal Year</th>
<th>Tax Levy or User Fees</th>
<th>Fiscal Impact ($)</th>
<th>Fiscal Impact (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Applicant</td>
<td>County</td>
<td>2019</td>
<td>$75,000,000</td>
<td>$90,000.00</td>
<td>-0.12%</td>
</tr>
<tr>
<td>Co-Applicant 1</td>
<td>City A</td>
<td>2019</td>
<td>$6,500,000</td>
<td>$135,000.00</td>
<td>2.08%</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Fiscal Year</th>
<th>Tax Levy or User Fees</th>
<th>Fiscal Impact ($)</th>
<th>Fiscal Impact (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Applicant</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Co-Applicant 1</td>
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<td></td>
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<tr>
<td>Co-Applicant 2</td>
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<tr>
<td>Co-Applicant 3</td>
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<td>Co-Applicant 4</td>
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<tr>
<td>Co-Applicant 5</td>
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<tr>
<td>Co-Applicant 6</td>
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<tr>
<td>Co-Applicant 7</td>
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<td>Co-Applicant 8</td>
<td></td>
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<tr>
<td>Co-Applicant 9</td>
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<td></td>
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<tr>
<td>Co-Applicant 10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>$</td>
<td>#DIV/0!</td>
</tr>
</tbody>
</table>

If your project impacts more than 10 eligible municipalities, please contact the Department of State to ensure that the proper adjustments are made to this form to maintain accuracy.
**LGE Fiscal Impact Worksheet**

### 2022-2023 Fiscal Impact Worksheet B - Revenues

**Instructions**
Enter all information in the GREEN area below. Click on the Applicant cell and select from the drop down list that appears to the right (be sure to scroll up to top if list is too long). Enter the budget code impacted by the project and a brief description. Enter the revenue associated with the budget code before and after implementation. In this example below, City A consolidates its emergency 911 dispatch operations into the county sheriff’s office and closes its dispatch center. This is done by transferring 4 of its 5 dispatch operators (who each earn $45,000) to the county and contracting with the county for 911 services for an annual payment of $90,000.

#### EXAMPLE REVENUES

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Budget Code</th>
<th>Description</th>
<th>Before</th>
<th>After</th>
<th>Fiscal Impact</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>City A</td>
<td>A3020.1</td>
<td>Pub. Safety Comm. (911) Personnel Services</td>
<td>$1,000,000.00</td>
<td>$1,180,000.00</td>
<td>$180,000.00</td>
<td>County adds 4 positions at $45,000 each.</td>
</tr>
<tr>
<td>City A</td>
<td>A3020.4</td>
<td>Pub. Safety Comm. (911) Contractual Services</td>
<td>$225,000.00</td>
<td>$225,000.00</td>
<td></td>
<td>City A eliminates 3 dispatch positions.</td>
</tr>
</tbody>
</table>

**Notes**
City A receives contract payments from City B.

### 2022-2023 Fiscal Impact Worksheet C - Expenditures

**Instructions**
Enter all information in the GREEN area below. Click on the Applicant cell and select from the drop down list that appears to the right (be sure to scroll up to top if list is too long). Enter the budget code impacted by the project and a brief description. Enter the revenue associated with the budget code before and after implementation. In this example below, City A consolidates its emergency 911 dispatch operations into the county sheriff’s office and closes its dispatch center. This is done by transferring 4 of its 5 dispatch operators (who each earn $45,000) to the county and contracting with the county for 911 services for an annual payment of $90,000.

#### EXAMPLE EXPENDITURES

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Budget Code</th>
<th>Description</th>
<th>Before</th>
<th>After</th>
<th>Fiscal Impact</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>City A</td>
<td>A3020.1</td>
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<td>$225,000.00</td>
<td></td>
<td>City A eliminates 3 dispatch positions.</td>
</tr>
<tr>
<td>City A</td>
<td>A3020.4</td>
<td>Pub. Safety Comm. (911) Contractual Services</td>
<td>$90,000.00</td>
<td>$90,000.00</td>
<td></td>
<td>City A contracts for 911 services.</td>
</tr>
</tbody>
</table>

**Notes**
If any project impacts more than 10 budget lines, please contact the Department of... to ensure that the proper adjustments are made to this form to maintain accuracy.

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A Division of New York Department of State

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May 26, 2022 13
## Budget and Work Plan

### 2022 - 2023 LGE Grant Budget and Work Plan

<table>
<thead>
<tr>
<th>Objective #</th>
<th>Task</th>
<th>Anticipated Start Date</th>
<th>Anticipated Completion Date</th>
<th>Performance Measures</th>
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</thead>
</table>
| **Objective #**

#### Task 1

- **Task Narrative:** See Instructions

<table>
<thead>
<tr>
<th>Budget Categories</th>
<th>Cost</th>
<th>Description</th>
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<tbody>
<tr>
<td>Personal Services</td>
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<td></td>
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<tr>
<td>Non-Personal Services</td>
<td></td>
<td></td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>$</td>
<td></td>
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#### Task 2

- **Task Narrative:** See Instructions

<table>
<thead>
<tr>
<th>Budget Categories</th>
<th>Budget Amount</th>
<th>Description</th>
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<tbody>
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<td>Personal Services</td>
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<td></td>
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<tr>
<td>Non-Personal Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>
# Budget and Work Plan

## 2022 - 2023 LGE Grant Budget and Work Plan

<table>
<thead>
<tr>
<th>Objective # (Title)</th>
<th>Task 10</th>
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<tr>
<td>Anticipated Start Date</td>
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<td>Anticipated Completion Date</td>
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<td>Performance Measures</td>
<td></td>
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</tbody>
</table>

### Task Narrative
See instructions

<table>
<thead>
<tr>
<th>BUDGET CATEGORIES</th>
<th>BUDGET AMOUNT</th>
<th>DESCRIPTION</th>
</tr>
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<tbody>
<tr>
<td>Personnel Services</td>
<td>Salary</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Personnel Services</td>
<td>Contractual Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Equipment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>

### Verification Table

<table>
<thead>
<tr>
<th>Verification</th>
<th>TOTAL PROJECT COST</th>
<th>USE GRANT FUNDS REQUESTED</th>
<th>LOCAL SHARE</th>
<th>OTHER FUNDS</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
LGE Supporting Information

1. Resolutions and Local Agreements - Municipal resolutions or intermunicipal agreements in support of project’s execution.

2. Financial Planning Documents - Documents or excerpts of documents that include a long-term plan for the project, including capital investments, cash flow and cost savings.

3. County-Wide Shared Services Plan - Excerpts from an adopted 2022 CWSSI plan or plan under consideration.

4. Additional Information - Documents including maps, timelines, price quotes, and reports, that support the application.
MWBE Compliance

1) Applicants must submit the Minority- and Women-Owned Business Enterprises (MWBE) Compliance Form with their application.

2) If project is selected for an award, MWBE compliance will be required for contractual requirements, including demonstrating that a good faith effort is made to meet the goals for certified MWBE firm participation as stated in your contract and in accordance with Article 15-A of the Executive Law.

3) If an applicant chooses to move forward with a project prior to any award announcement, they are responsible for meeting M/WBE requirements established by the State of New York.
Application Scoring & Priorities

1) Scoring Allocation - LGE Program (100 points)

2) Program Priorities – 5 Points Each
   a) Implementation of a planning project completed with prior LGE or SMSI funding
   b) Project is part of a County-Wide Shared Services Initiative (CWSSI) Plan
   c) Support projects that are consistent with a local governments long-term financial plans
LGE Review Criteria

1) Project Need – Up to 10 Points
2) Return on Investment – Up to 10 Points
3) Project Scale – Up to 10 Points
4) Project Scope – Up to 5 Points
5) Organizational Impact – Up to 5 Points
6) Project Management Capacity – Up to 5 Points
7) Municipal Readiness – Up to 5 Points
8) Public Engagement – Up to 5 Points
LGE Work Plan and Budget Review

**Work Plan Detail** - Evaluation of the work plan clarity, including timelines, tasks and deliverables

**Cost Determination** - Evaluation of the method used to generate cost estimates

**Budget Detail** - Evaluation of use of funding to complete all work plan tasks and objectives
Local Government Efficiency Program

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