

CWSSI Match Application Webinar

Slide Notes/Part 1 Transcript

Slide 1:

Welcome to the County-Wide Shared Services Initiative Match Application Guidance video.

Slide 2:

Match eligibility and application process.

Slide 3:

Only the first year of net savings achieved in calendar year 2018 from each new, implemented action is eligible for State matching funds. For Plans approved by the 2017 statutory deadlines, only net savings achieved from each new Plan action implemented during the first year of January 1, 2018 through December 31, 2018 are eligible for the one-time State matching funds.

Any net savings resulting from a county's match calculation for each new, implemented action must be "actually and demonstrably realized" to be eligible for State matching funds. Actual and demonstrable net savings achieved in the applicable match year may be different from what was expected in the approved Plan that was submitted to the State Division of the Budget.

Savings that can be matched by the State must be from new actions included in an approved Plan that were implemented. For Plans approved by the 2017 statutory deadlines, the Plan action is new if the action was first implemented on or after January 1, 2018 but before December 31, 2018.

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Savings included in the calculation must be from shared services between two or more participating local government entities. Plans may include actions that are not shared services between two or more participating local government entities. However, net savings from internal efficiencies or any action taken by a local government without the participation of another local government entity are not eligible for State matching funds.

Only net savings are eligible for State matching funds.

One-time costs and one-time savings are to be amortized using the straight-line method for the asset class.

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Implementation costs covered in-part or fully by State (or Federal) government funding, or "efficiency grants" that are received in support of the new Plan action, must be properly accounted for in calculating net savings. Receipt of such funds

does not preclude or disqualify a county from applying for State matching funds. The local government must account for the projects' full implementation costs, regardless of whether the projects were paid for or offset by any outside grants.

Savings from each new Plan action implemented in an applicable match year must be related to activities supported by property taxes. Net savings from services supported solely by fees are not eligible for matching funds from the State.

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Net savings from each new, implemented Plan action do not need to reduce property taxes, but can reduce what property taxes would have otherwise risen to if not for the implemented action.

Avoided costs may be eligible for State matching funds, however, the application to the State for such funds must clearly demonstrate that the avoided costs certified as savings would have been incurred but for the action's implementation.

The county and all the local government entities within the county that are part of any action to be implemented as part of an approved Plan must collectively apply for the State matching funds and agree on the distribution and use of such funds.

For more information regarding match eligibility, including example projects, please refer to the CWSSI Match Guidance document on the Department of State's Website.

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The State matching funds application must be submitted to the Department of State by the chief executive officer for each county that developed, adopted and submitted a County-Wide Shared Services Property Tax Savings Plan in 2017 to the Director of the Division of the Budget in accordance with Part BBB of Chapter 59 of the Laws of 2017.

The State matching funds application will require documentation demonstrating the achievement of any claimed net savings among local governments from the implementation of each new shared service action included in the Plan and the application, and must include one or more attestations from the involved entities as to the accuracy of the savings amount claimed.

The State matching funds application from the Department of State (DOS) includes an Appendix A, Appendix B, and Appendix C.

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Appendix A is a form for the county to use to distribute to its participating municipalities. It is intended to aid the County in collecting and inputting information into the CWSSI Match Application Spreadsheet.

Appendix B is the CWSSI Match Application Spreadsheet that each county is responsible for completing in order to apply for State matching funds. The spreadsheet

is provided in an Excel format and it includes these four titled Tabs: “Tab 1: County Information”; “Tab 2: Project Summary”; “Tab 3: Project Details”; and, “Tab 4: Participating Municipalities”.

Appendix C is a form for the county to use to collect the final signatures of its Panel members for the agreed-to use and distribution of funds. More information and instructions on completion can be found on the form.

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Please check regularly at www.dos.ny.gov for information, updates and assistance opportunities. In addition, the Department of State has established an email address (countywidesharedservices@dos.ny.gov) through which questions and requests may be submitted.

Slide 10:

Please view Part 2 of this video, the CWSSI Match Application Spreadsheets, to see how to provide your County’s savings information in your spreadsheets.

Qualifiers:

- Any time this document refers to “savings” for the purpose of match eligibility it is in reference to net savings.
- Anytime the transcript varies from the language in the video, the language in the transcript prevails.