

Welcome to Part 2 of the County Wide Shared Services Initiative Match Application Guidance Video: Walkthrough of the Match Application Spreadsheets

Tab 1: County Information

Tab 1 contains contact and other related information of the county CEO

- The county will complete “Information” [Column B] Rows 3-12.
 - “Information” Row 3 [CEO] the name of the County executive, county manager, county administrator or other chief executive of the county, or, where none, the chair of the county legislative body, who chairs the Panel.
 - “Information” Row 4 [Point of Contact] the name of the main point of contact for the person preparing the CWSSI Match Application.
 - “Information” Row 5 [Contact Title] the professional title of the point of contact.
 - “Information” Row 6 [Phone] the phone number of the point of contact.
 - “Information” Row 7 [Email] the email for the point of contact.
 - “Information” Rows 8-12 address information for the office building where the CEO presides.
- Only “Information” [Column B], Rows 3-12 can be edited. All other cells on this tab will be locked.
- Any required cells left blank will appear in red. If a required cell is left blank, you will be able to proceed filling out the form; however, all required cells should be filled before final submission.
- When the cursor is hovered over a column name, a brief description detailing who is to complete the information and what needs to be filled in will appear.

Tab 2: Project Summary

Tab 2 contains high-level information regarding each project, including project names, total savings for each project, and areas for the county to indicate the status of the project

- The first 3 columns (“Project Name”, “Project ID”, and “Projected Savings”) are completed and locked by DOS. Please ensure this information is accurate and complete. Please alert DOS if changes need to be made.

- “Project Name” (Column A) is the name of all projects from the county’s submitted CWSSI plan.
- “Project ID” (Column B) is a unique identifier for internal DOS use. It is the county’s OSC municode followed by the project number.
- “Certified Projected Savings” (Column C) is the total projected savings for each project from the county’s submitted Plan.
- The next 3 columns (“Certified Actual Savings”, “Certified Matchable Savings”, and “# of Partners”) are automatically calculated, automatically populated, and locked by DOS from information provided on the “Project Details” tab.
 - “Certified Actual Savings” (Column D) is the total savings for each project, calculated from the “Certified Actual Savings” (Column D) in the “Project Details” tab.
 - “Certified Matchable Savings” (Column E) is the total savings for each project, calculated from the “Certified Matchable Savings” (Column L) in the “Project Details” tab. This total accounts for any “avoided costs” or State/Federal grants received to complete the project.
 - “# of Partners” (Column F) is the total number of partners (municipalities) participating in the project. This total is counted from “Partner” (Column C) in the “Project Details” tab.
- The last three columns (“Date of Implementation”, “Status”, and “Project Update”) are the only columns required to be completed by the county in the “Project Summary” tab. Cells left blank in any of these three columns will appear red until completed
 - “Date of Implementation” (Column G) is the date when implementation of the project began.
 - “Status” (Column H) is a drop-down list the county chooses from to describe the status of the project. The options are: completed, progressing, or cancelled.
 - “Project Update” (Column I) provides a space for the county to add a narrative update on the project (examples include barriers to success, changes to the scope of the project, other issues, etc.).

Tab 3: Project Details

Tab 3 is where counties will enter certified savings for every participating municipality in every project. Cells left blank in any of the required columns (all columns except “Certified Matchable Savings” (Column G)) will appear red. (Note: Tab 3 tab is where much of the responsibility falls on the county and its municipalities to complete the match application)

- “Project Name” (Column B) is a drop-down list of all projects referenced from the “Project Summary” tab. The county will select a project and move onto “Partner” (Column C).
- “Partner” (Column C) is where a county will select the appropriate municipality from a drop-down list referenced from the “Participating Partners” tab. The “Participating Partners” tab is a list of all the participating municipalities per the county’s submitted plan. If a participating partner does not appear on the list, the county can add municipalities to the “Participating Partners” list.
- “Certified Actual Savings” (Column D) is the total amount of savings the project produced for each specific municipality. If the municipality achieved no certified actual savings for the project, it is required to enter \$0.00.
- “Certified Avoided Cost” (Column F) is the total amount of avoided cost associated with that specific project for that specific municipality. If the municipality had no associated avoided costs for the project, it is required to enter \$0.00. This number is added when considering certified matchable savings.
- "Implementation Cost" (Column H) is the total amount of implementation costs associated with that specific project for that specific municipality. This is netted out when considering certified matchable savings.
- “State/Federal Grant” (Column J) is any State or Federal grant awarded to that municipality specifically for that project. This is netted out when considering certified matchable savings.
- “Certified Matchable Savings” (Column L) is the total matchable savings for the specific municipalities participating in that project. This will automatically calculate, automatically populate, and be locked by DOS. This number is calculated from “Certified Actual Savings” (Column D) + “Certified Avoided Cost” (Column F) – Implementation Costs (Column H) – “State/Federal Grant” (Column J).

- “Backup Reference” (Column M) provides a space for the county to reference any supporting materials pertinent to the savings. An example is the page number of a MOU in a supporting document.

*Note: the "+", "-", and "=" signs in Columns E, G, I and K demonstrate the formula used to calculate the "Certified Matchable Savings."

I will now take a moment to Complete Lowell County’s Project Details Tab

Tab 4: Participating Municipalities

Tab 4 is a complete list of all participating municipalities, along with their “Panel Member Name”, “Panel Member Title”, “Certified Matchable Savings” and “Agreed to Distribution”

- “Partner” (Column A) is a list of all partners (municipalities) listed from the submitted CWSSI plan. As indicated earlier, this column will remain unlocked by DOS so any missing/additional partners can be added by the county. When a municipality is added to this column, the drop-down list in “Partner” (Column C) from Tab 3: Project Details automatically updates.
- “Panel Member Name” (Column B) is the name of the panel member for the participating municipality.
- “Panel Member Title” (Column C) is the title of the participating municipality’s panel member.
- “Certified Matchable Savings” (Column D) will be automatically populated, automatically calculated, and locked by DOS. It is calculated from the “Project Details” tab. This is the total certified matchable savings from all projects for a specific municipality.
- “Agreed to Distribution” (Column E) is completed by the county based on the agreed upon amount of State matching funds (savings) requested to be distributed to each participating municipality, per the county’s use and distribution agreement.

Thank you for Watching Part 2 of the County Wide Shared Services Initiative Match Application Guidance Video. 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. Thank you.

Qualifiers:

- Anytime the transcript varies from the language in the video, the language in the transcript prevails. Thank you.