

Instructions Government Efficiency Plans

Lead Municipality

- 1) **County** This is the County where the lead municipality is located.
- 2) **Lead Local Government** This is the local government (school district or BOCES) that is acting as the Lead Local Government for the purposes of the Government Efficiency Plan
- 3) **Contact Information** This is the name and contact information of the person who will be able to answer questions regarding the filed Plan should they arise. This information is only to be used if follow up is necessary. This information may be different that the name and email used to register/submit the Plan.

Plan Signatories

Plan Signatories are those local governments (school districts) that

- 1) Are participating in the Local Government Efficiency Plan
- 2) Have 2014 levy reported as part of the total 2014 levy
- 3) Have provided the Lead Local Government (school district or BOCES) with three signed certifications.
- 4) The Lead Local Government does not need to be re-entered as a Plan Signatory
- 5) Certifications are to be uploaded in PDF format by the Lead Local Government (School District or BOCES)
- 6) Individual Plans will only have one Signatory and two signed certifications (individual).

Plan Actions

Each Plan Action is to be added individually.

- 1) The type of Action is to be chosen from the drop down box. Choices are Cooperation Agreement, Shared Services, Mergers and Efficiencies.
- 2) Action Category is also to be chosen from a drop down box for all Action Types except for Mergers.

- 3) The Implementation Date for the Action cannot be prior to the start of the local fiscal Year beginning in 2012. For calendar year filers this is January 1, 2012. For all other filers this date will be later than January 1, 2012. For school districts this date is July 1, 2012.
- 4) Any action that began prior to April 1, 2014 (but no earlier than the start of the local fiscal year beginning in 2012) requires further documentation. Documentation must be uploaded that supports the savings for fiscal years beginning in 2017, 2018 and 2019 for local governments or School Years 2016-2017, 2017-2018 and 2018-2019.
- 5) The box to the left of the Signatory name must be checked if the signatory is participating in the Action – even if that signatory is not reporting any savings as part of the Action.
- 6) If the Signatory has a cost associated with the Action (in the instance of a local government or school district that will now be providing a service to another Plan participant) that cost is to be entered in the fields as a negative number.
- 7) Any savings associated with the Plan Action is to be entered as a whole number in the fields to the right of the Participants name, under the appropriate column headings.
- 8) All costs and savings from all Actions in the Plan must net to at least the Target Savings number.