Reference Guide

Budget Detail Form – Department Overview

Use the "Department Overview" tab to detail your department's mission, objectives, vision, current initiatives, and to present proposals in narrative form.

1

Department Name: Enter the name without using "department," "division," or "office." For example, "Office of Budget and Evaluation" becomes "Budget and Evaluation." This ensures consistency throughout the form.

Department Head: Input the name of the current department head.

Department Description and Objective: Provide a comprehensive description of your department. Include background information, duties and responsibilities, objectives, and your mission and vision. Highlight how your department's objectives align with county-wide strategic goals.

Current Initiatives: List all initiatives your department is currently pursuing.

Proposal Narrative: Reflect on all requests made in the Budget Detail Form and articulate them in a narrative format. This narrative should demonstrate alignment with county objectives and detail the priority and urgency of your requests.
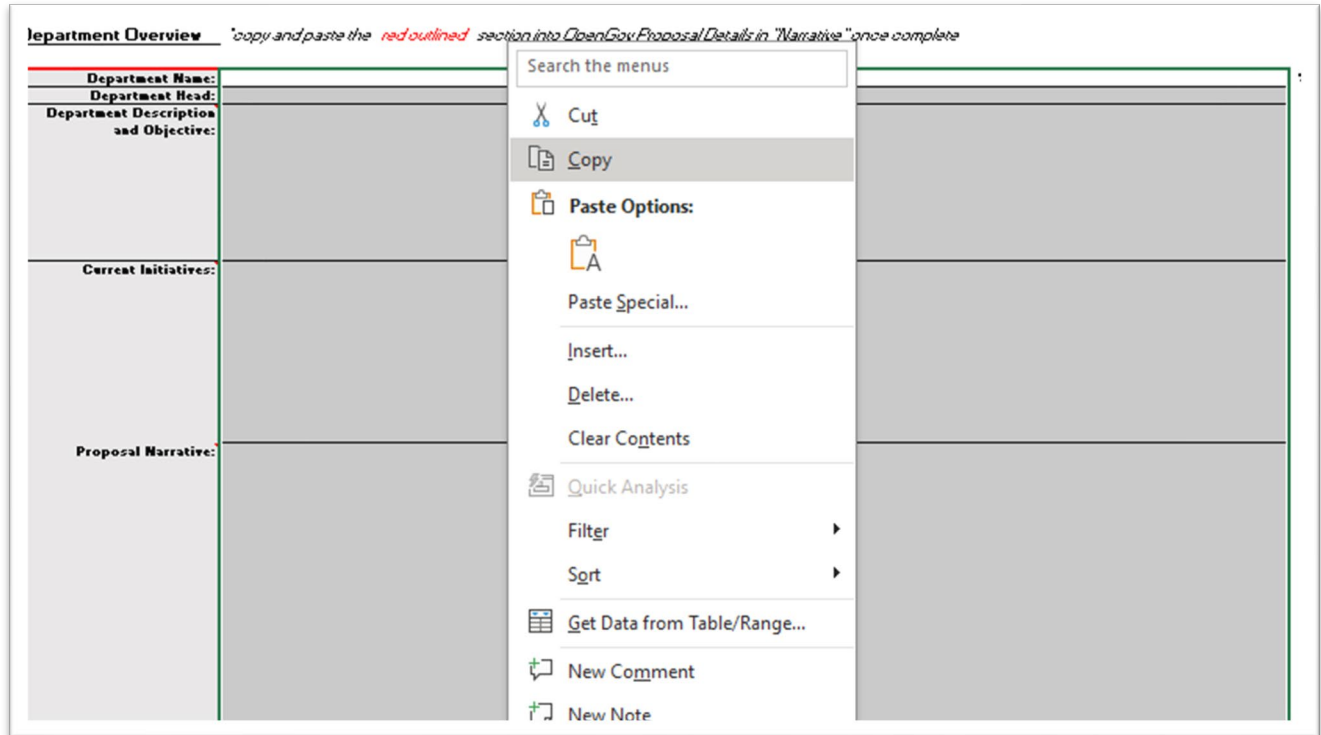

Department Overview *copy and paste the red outlined section into OpenGov Proposal Details in "Narrative" once complete*
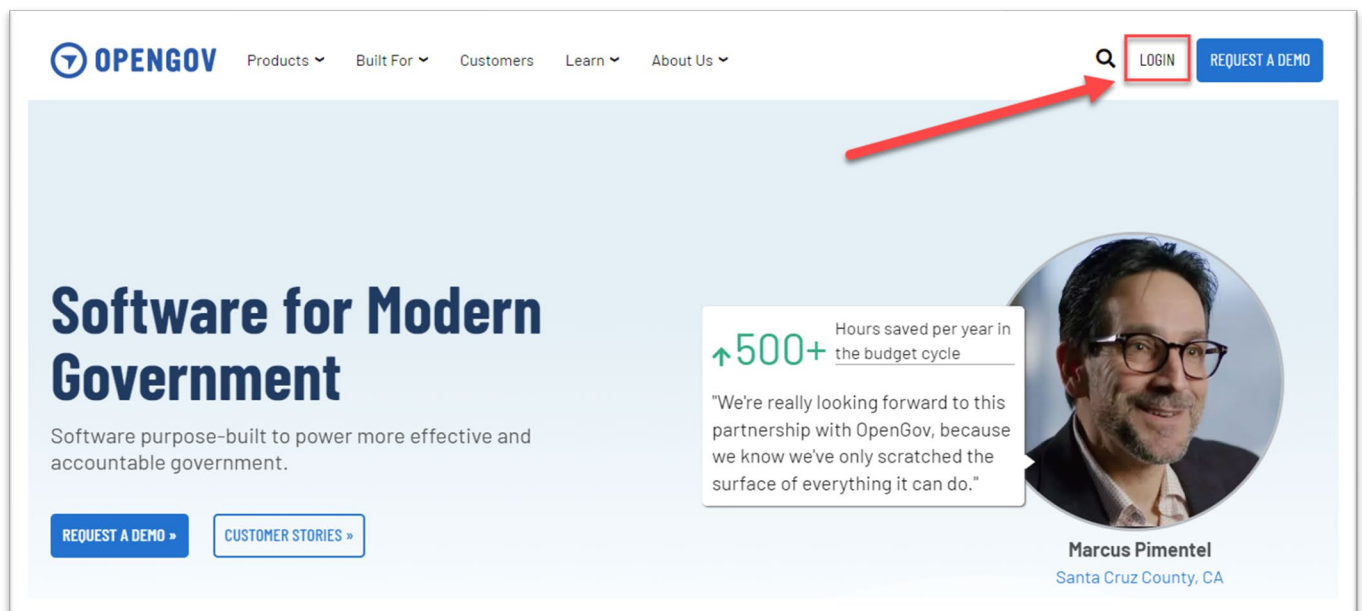
Department Name:
Department Head:
Department Description and Objective:
Current Initiatives:
Proposal Narrative:

2	**After filling out these fields:**
	Copy the information from cells B3 to B7
3	**After filling out the required fields in the "Department Overview" tab, follow these steps to submit your proposal narrative in OpenGov:**
	Log into OpenGov:
	Navigate to opengov.com. Find and click the "Login" button located at the top-right of the screen.

4	Enter your work email address in the email address field and click "Continue".
5	Input your password in the password field and click "Login".
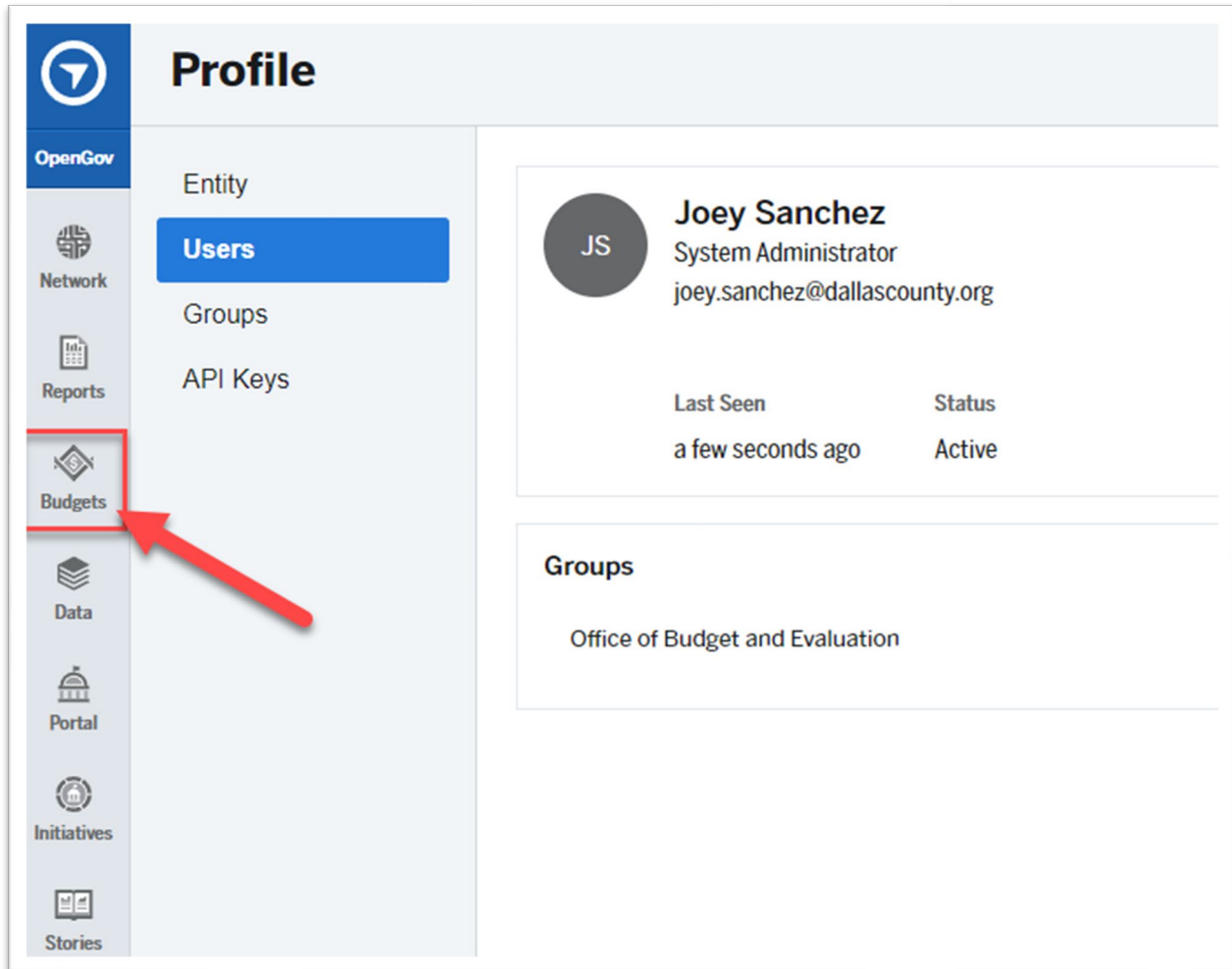
6	**Access Budget Submission:**
	Click on "Budgets" in the left-hand pane.

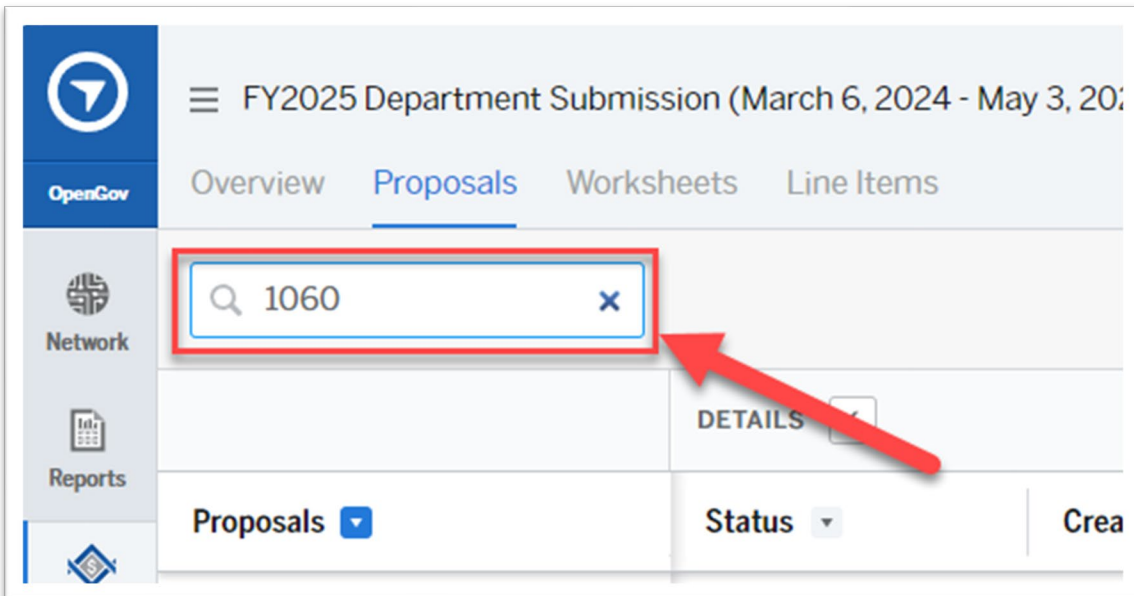| 7	Select the options icon (three horizontal lines) at the top-left corner.
8	In the pop-out menu, select "FY2025 Department Submission (March 6, 2024 - May 3, 2024)".

	9	**Submit Proposal:** Click on "Proposals".
	10	Use the "Search Proposals" search bar to type your department name or cost center, filtering the list of proposals.
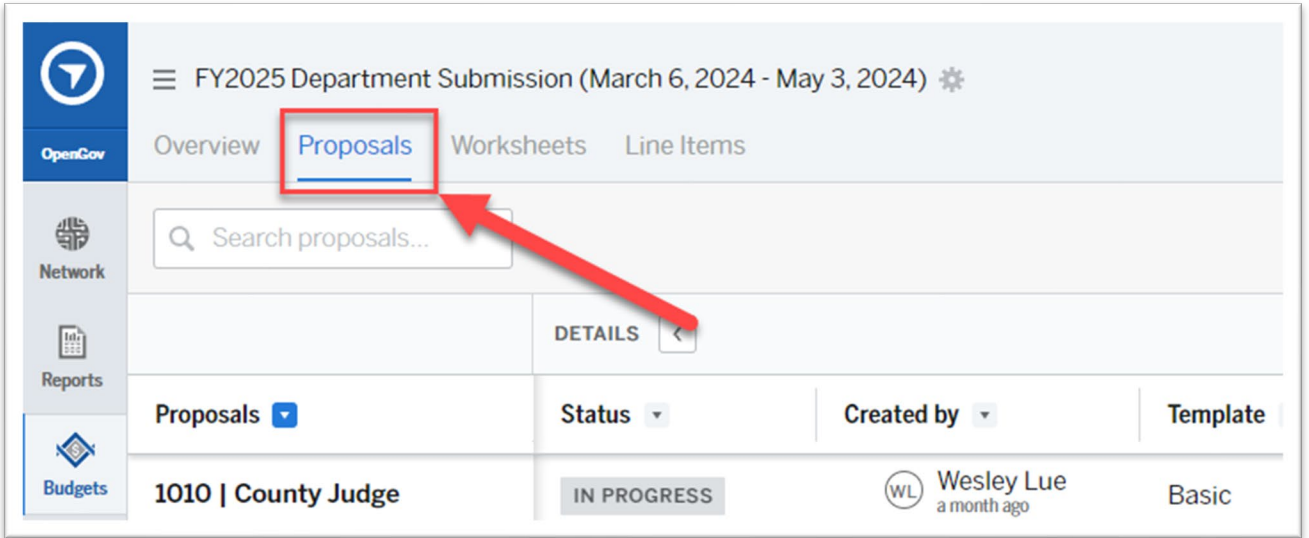
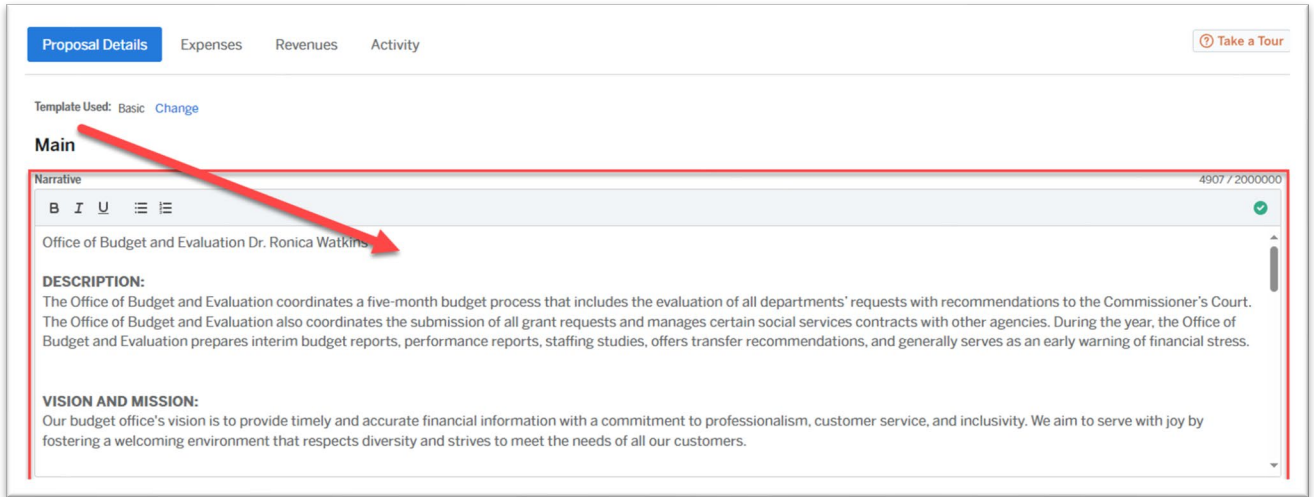| 11	Select your department or cost center from the list.

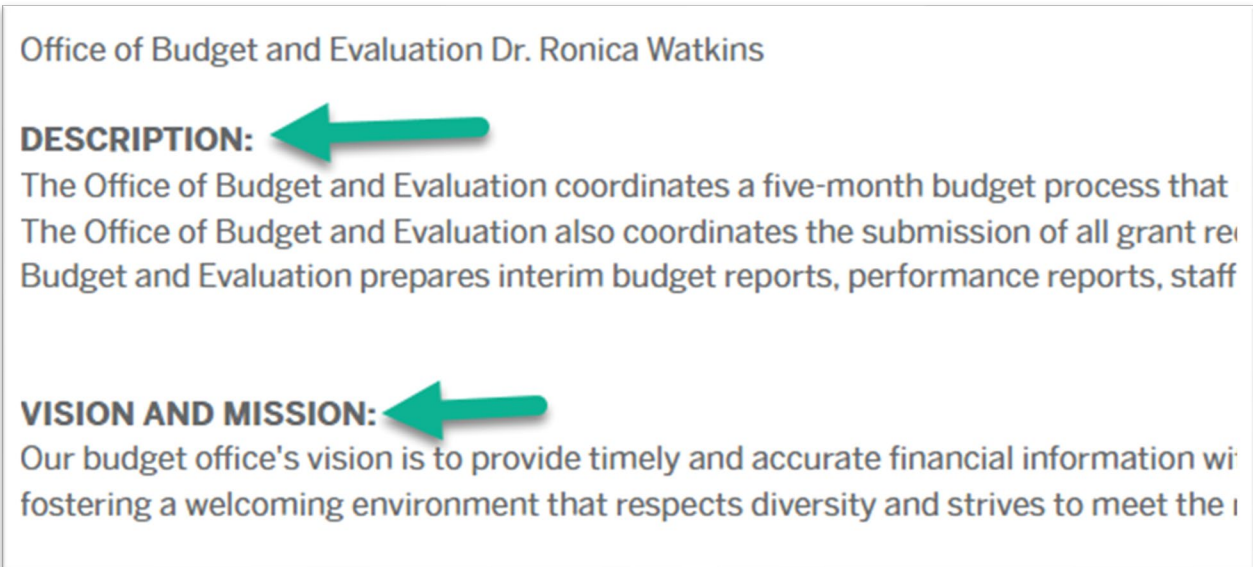| 12	Once the proposal is open, ensure the "Proposal Details" tab is selected.

13	Paste the text copied from the Budget Detail Form into the Narrative field.

14	**Finalize Submission:** After pasting, review the formatting to ensure the text is clear and legible. Ensure paragraphs are properly separated, and text that needs emphasis is either bolded or underlined. Once formatting is confirmed, the task of filling out the narrative section is complete.