



Budget Kickoff

February 27, 2018



Questions during the meeting

- Budget@finance.nv.gov
- Raise your hand
- 3x5 cards are available for written questions

Morning Agenda

- Introduction, Overview & Strategic Plan
- Economic & Demographic Update
- Budget Cycle Due Dates , Processes & Policy Reminders
- Enhancements, Caps & Efficiency Options
- Bill Draft Requests
- Questions & Answers



Introduction, Overview & the Strategic Planning Process

Mike Willden, Chief of Staff

BUDGET OVERVIEW

- Unknowns and Challenges
- Roll-ups
- Flat Budgeting – 2 X FY19 Cap

BUDGET OVERVIEW

- Enhancements
 - Must Align With The Governor’s Initiatives
 - Coordination Among Agencies
 - Must Be Measurable
- Use “Items for Special Consideration” version in NEBS

BUDGET OVERVIEW

- Efficiency Options
 - Look For Ways To Do Things Differently And Better Manage Resources
 - Required To Submit
 - No fixed amount
 - Can be an enhancement to create efficiency
 - Savings must be demonstrable

“Generations to Come” - 2016-2020

- Built a framework that covers:
 - Executive Budget
 - Bill Draft Requests
 - Agency Implementation
- It is the Governor’s intent to inform:
 - Agency strategic plans
 - Next biennial budget
 - Legislative bill draft requests for 2019

Strategic Framework

Vision – Mission - Values

Strategic Priorities

Core Functions of Government

Mission-driven Goals

Objectives

Budget Activities

Bill Draft Requests

Performance Measures

Where We Are Headed

Vision – “Nevada’s best days are yet to come”

Mission – To create a new Nevada while honoring and enhancing
150 years of success

Values

Action

Collaboration

Inclusiveness

Integrity

Leadership

Optimism

Service

How the Framework is Organized

Strategic Priority – one of the four organizing principals established by the Governor

1. Core Function of Government – statutory responsibility of State Government

1.1. Goal – broad statements of the desired result from State Agency action

1.1.1. Objective – measurable indicators of progress towards goal

Strategic Framework Example

Strategic Priority – Vibrant and Sustainable Economy

1. Business Development and Services

1.1. Lead the nation in high-quality job creation

1.1.1. By 2020, the job growth rate in Nevada will exceed the national average

Priorities and Core Functions

EDUCATED & HEALTHY CITIZENRY <ul style="list-style-type: none">• Education & Workforce Development• Health Services• Human Services	EFFICIENT & RESPONSIVE STATE GOVT <ul style="list-style-type: none">• State Support Services
SAFE & LIVABLE COMMUNITIES <ul style="list-style-type: none">• Public Safety• Resource Management	VIBRANT & SUSTAINABLE ECONOMY <ul style="list-style-type: none">• Business Development & Services• Infrastructure & Communications

Strategic Planning Priorities

Governor is asking agencies to consider the following challenges to make state government more effective and efficient:

- What activities do you perform you would stop if you could? What results could be obtained by reprioritizing those resources?
- What new initiatives would you propose? What results would they achieve? How would success be measured?
- What low-cost or no-cost policy or operational ideas would you propose?



Economic Overview

Susanna Powers

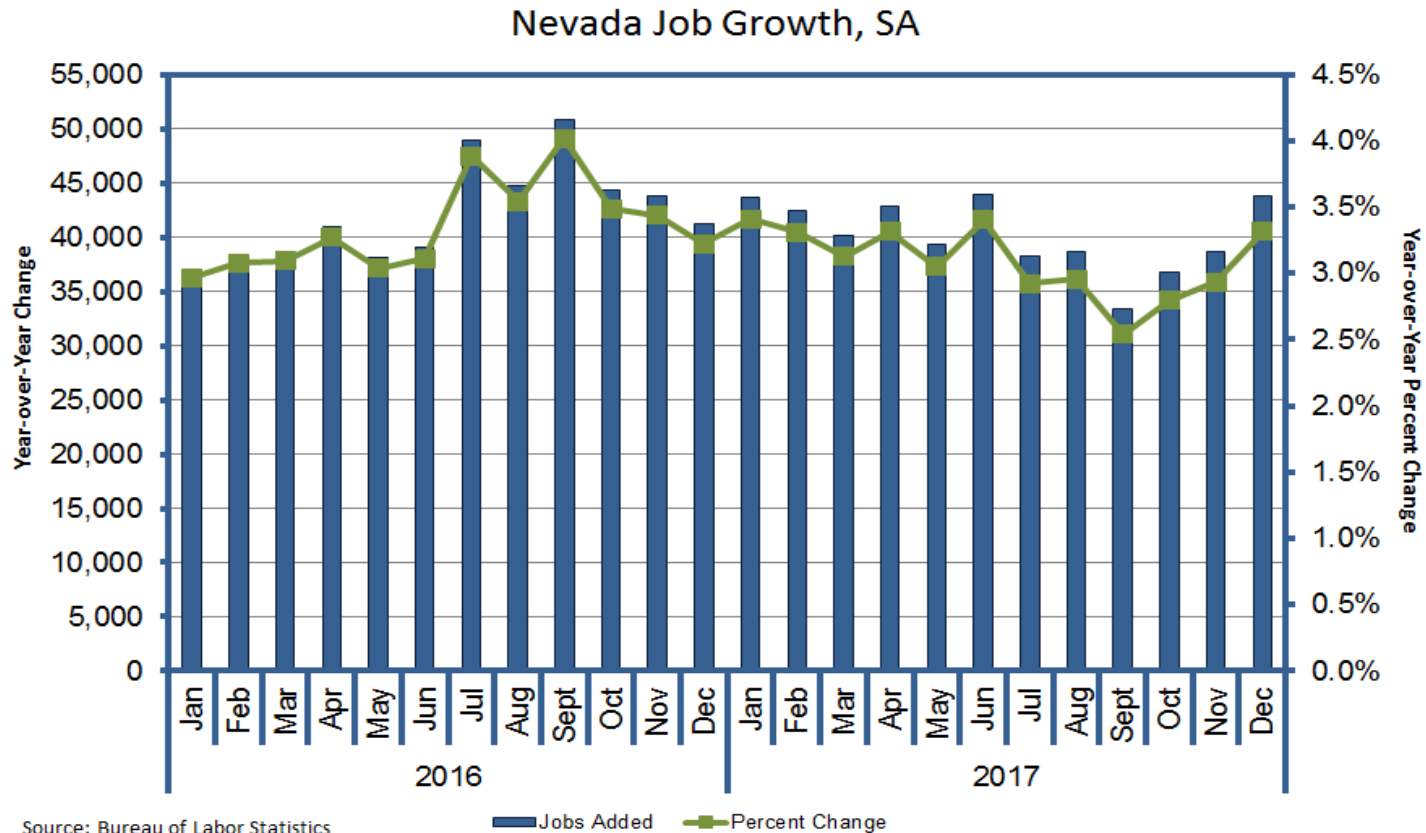
Executive Branch Economist

spowers@finance.nv.gov

Nevada Economic Forecast

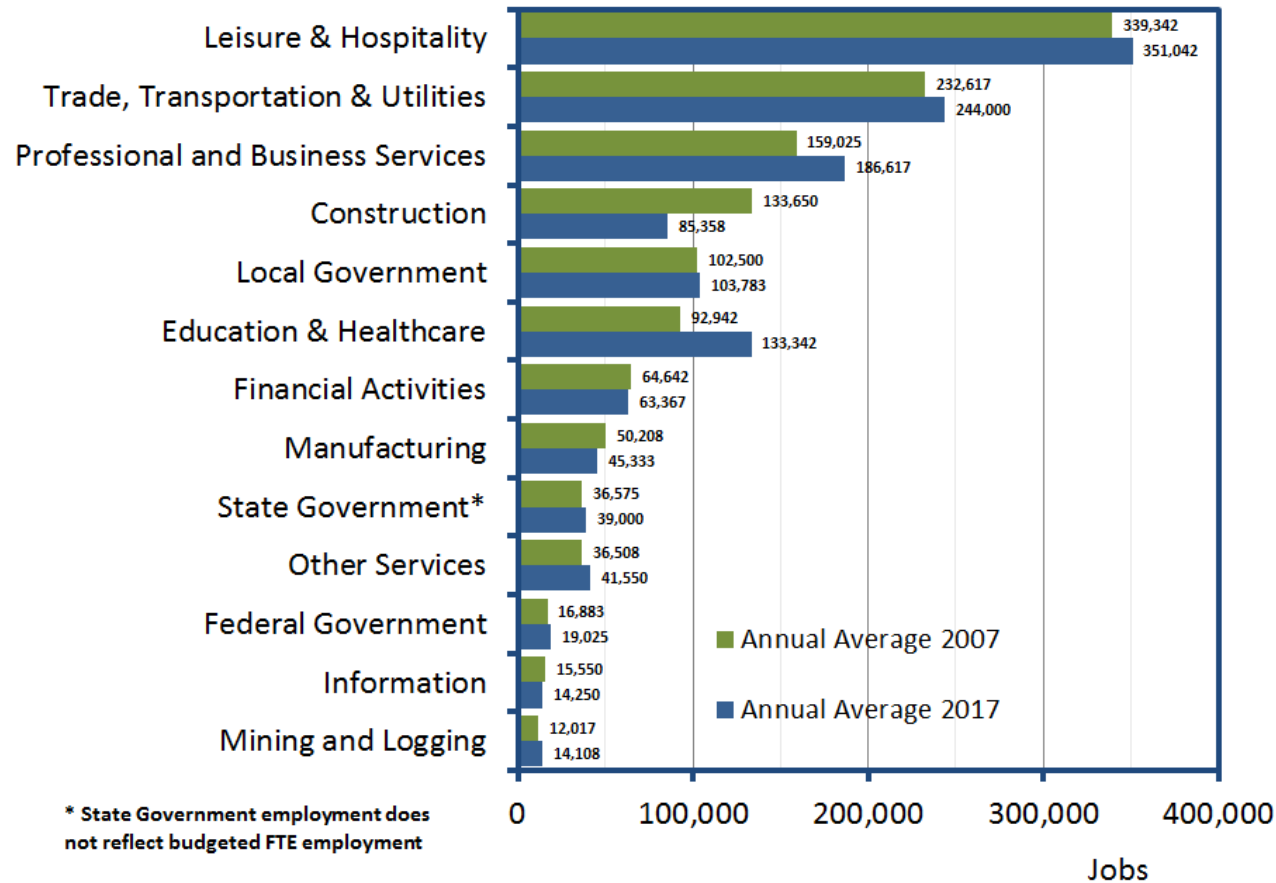
- BKO 2010: Stormy
 - Economy still in freefall
- BKO 2012: Partly Cloudy
 - Signs that worst behind us
- BKO 2014: Mostly Sunny
 - Recovery under way & strengthening
- BKO 2016: Mostly Sunny
 - Economy strengthening & challenges remain
- BKO 2018: Sunny
 - Steady recovery & room to improve

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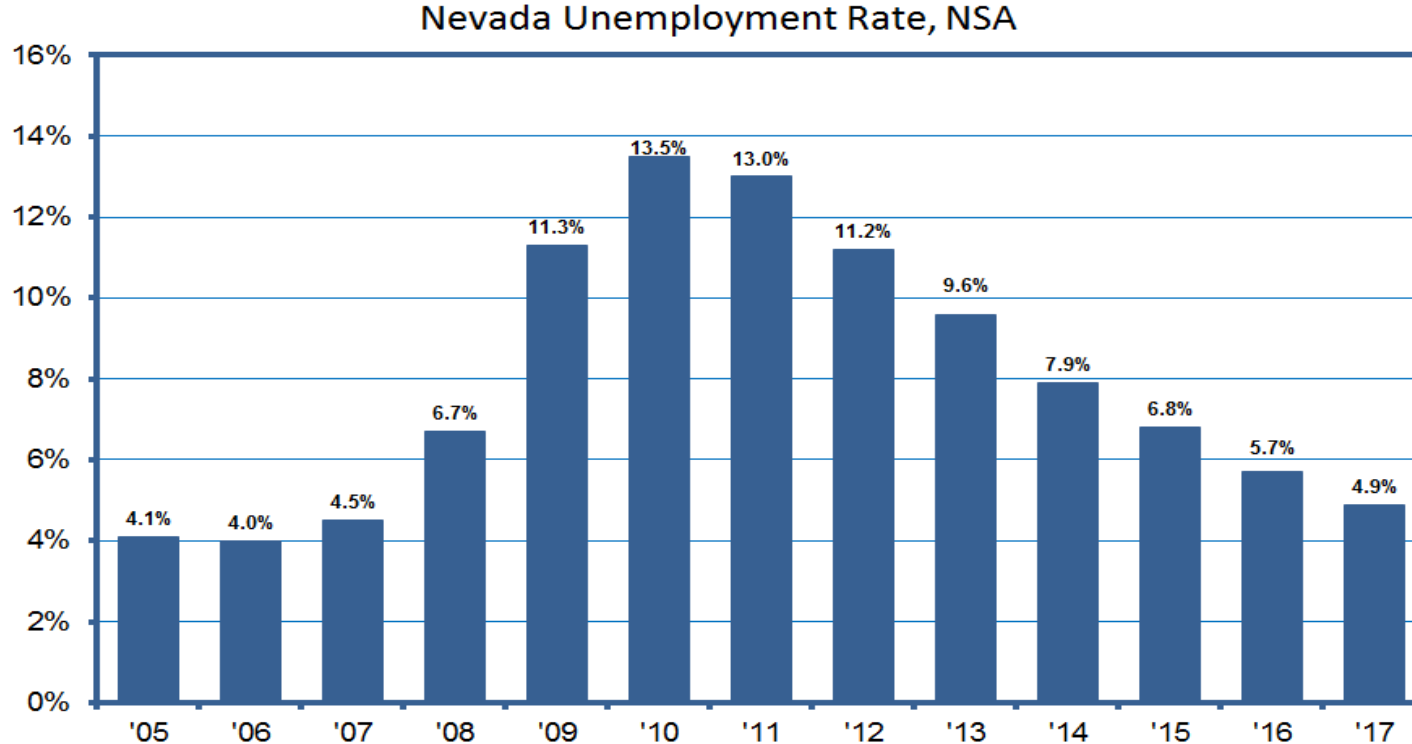
- Last year, about 40,000 jobs were created (a 3.1% growth rate).
- Job growth is now on a more sustainable path compared to the pre-recession boom period.

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- All industrial sectors are above or near their pre-recession level employment except construction.

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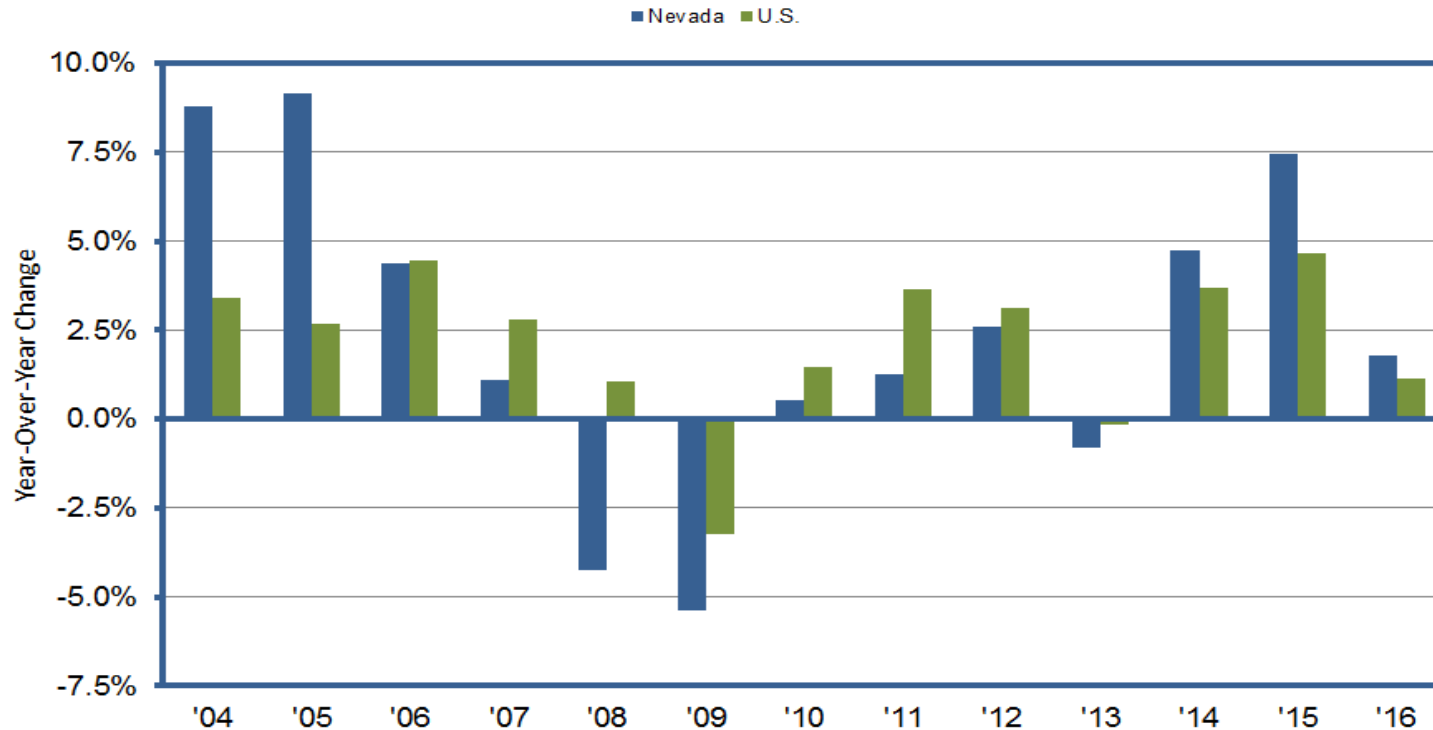
Source: Nevada Department of Employment, Training and Rehabilitation

Note: 2017 annual average unemployment rate is preliminary and is subject to revision with the April 2018 annual benchmark process.

- Last year, the unemployment rate declined to 4.9%, the lowest rate since 2007 and 0.5 percentage point above the national rate.
- The jobless rate is likely to trend down closer to what it was before the recession heading into the 2019-2021 biennium.

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Nevada Personal Income (Inflation-Adjusted)

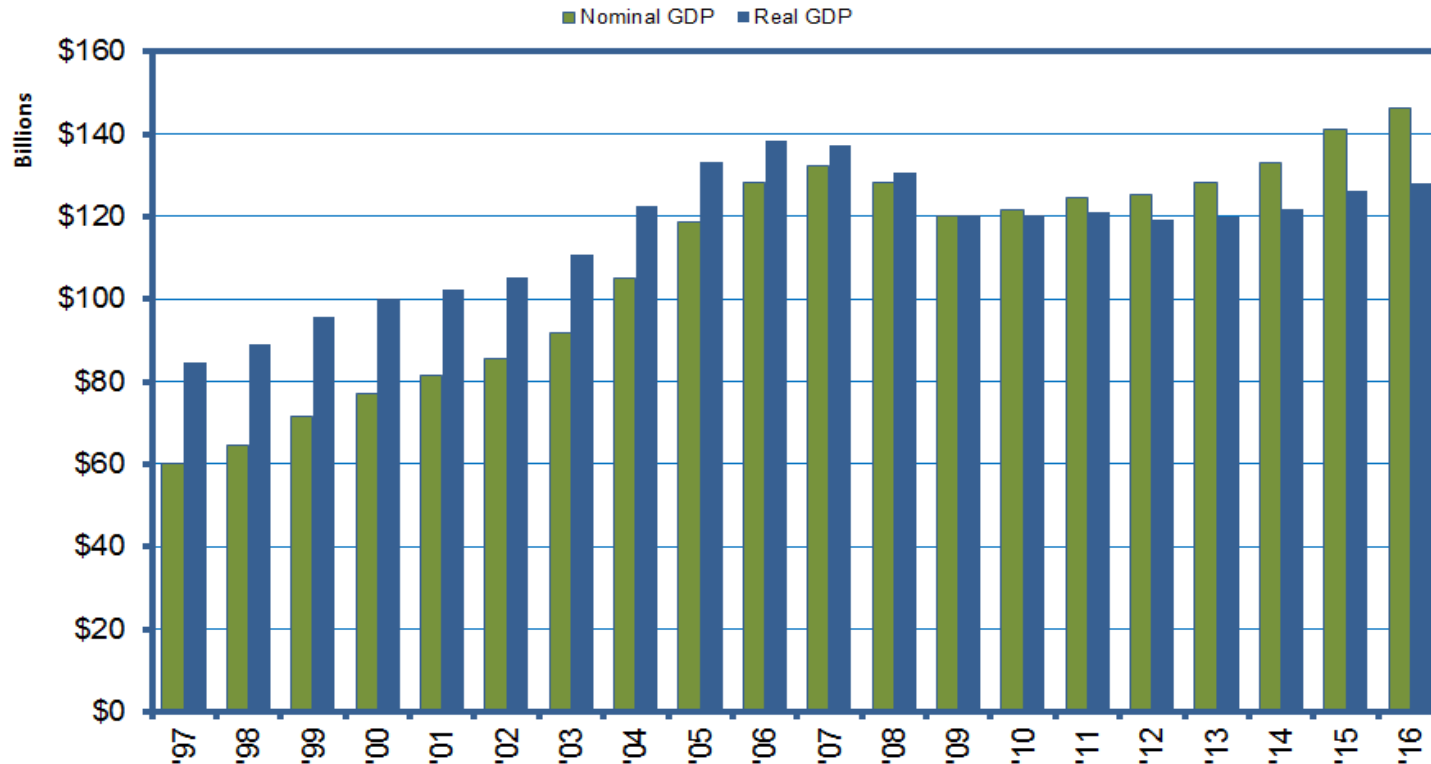


Source: Bureau of Economic Analysis (BEA),
Governor's Finance Office adjusted current dollars for inflation using Chain-Weight Implicit Price Deflator for Personal Consumption (2009=1.00)

- In 2016, Nevada's personal income grew by 1.8% , exceeding that for the U.S. at 1.1%.
- In 2017, Nevada is on pace to exceed U.S. as well.

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Nevada Gross Domestic Product

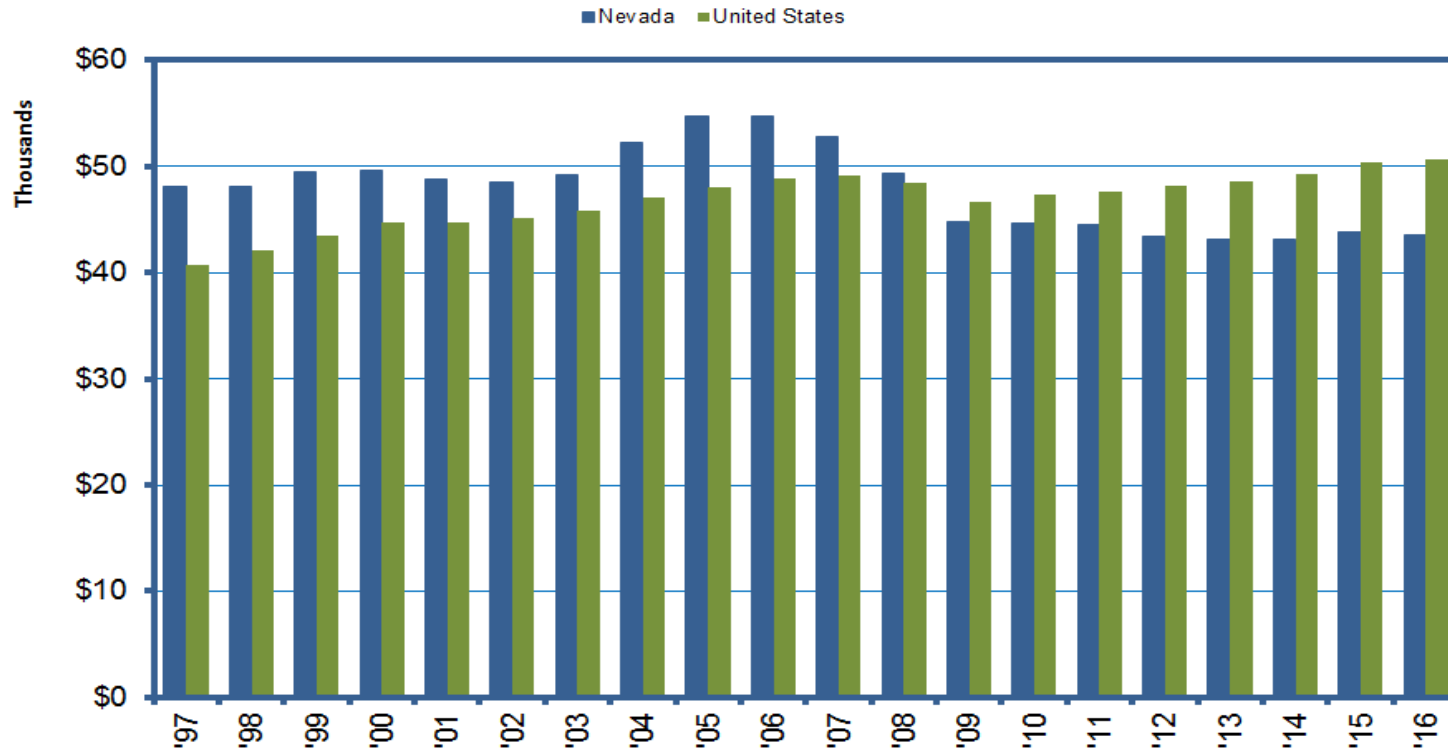


Source: Bureau of Economic Analysis

- After adjusting for inflation, Nevada achieved real GDP growth in 2016.

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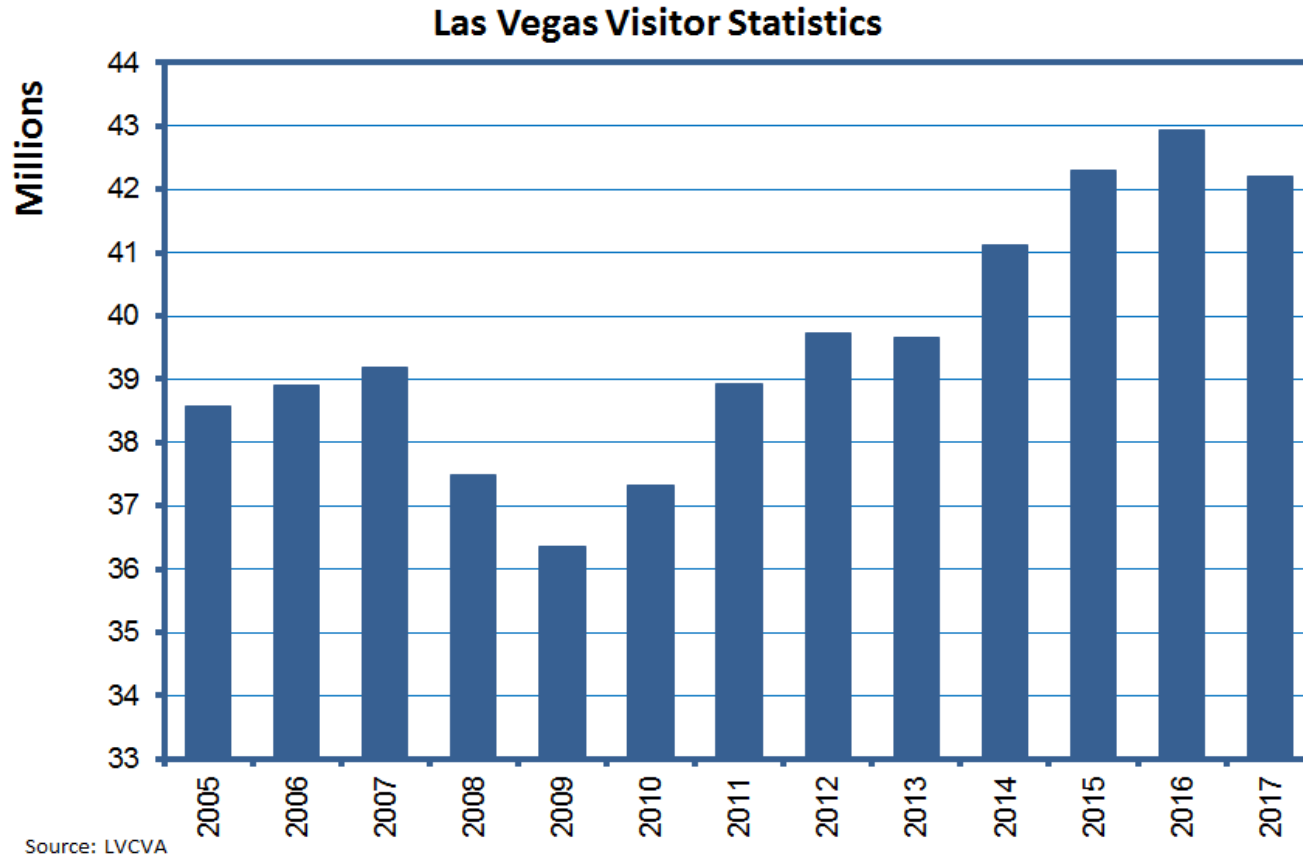
Inflation-Adjusted Per Capita Gross Domestic Product



Source: Bureau of Economic Analysis

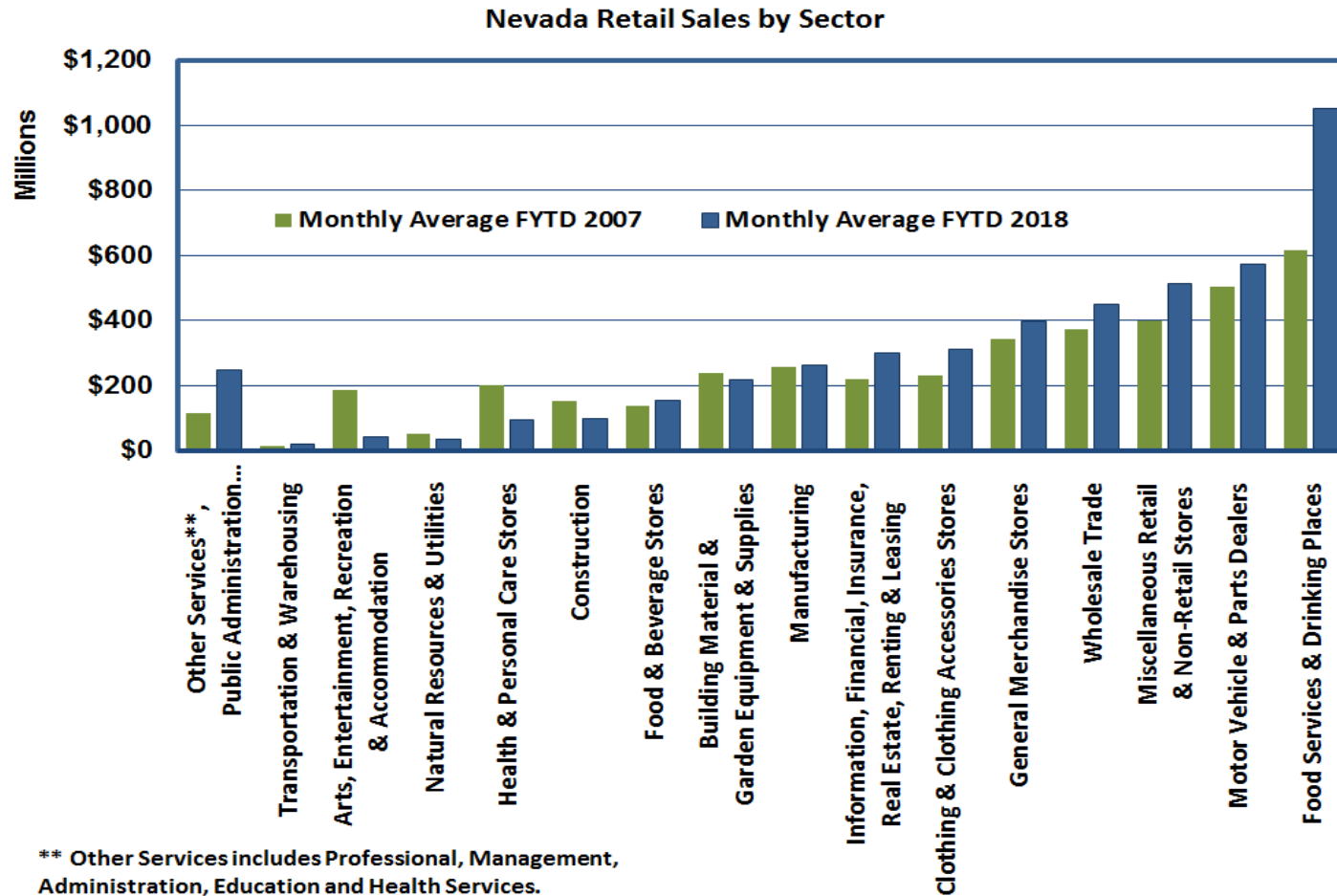
- On a per capita basis, Nevada's real economic output lags behind that of the U.S.

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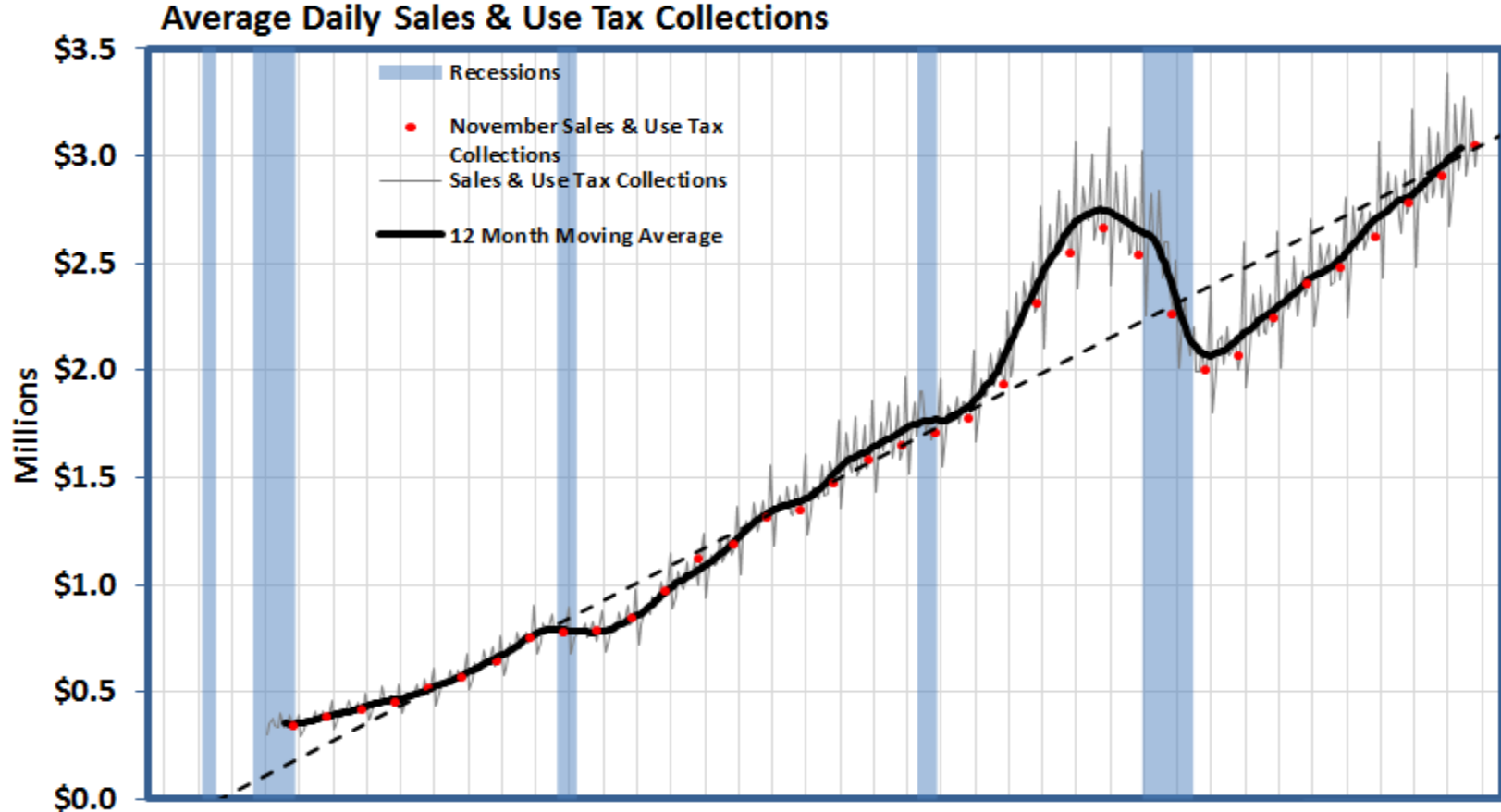
- Las Vegas visitation is holding steady.

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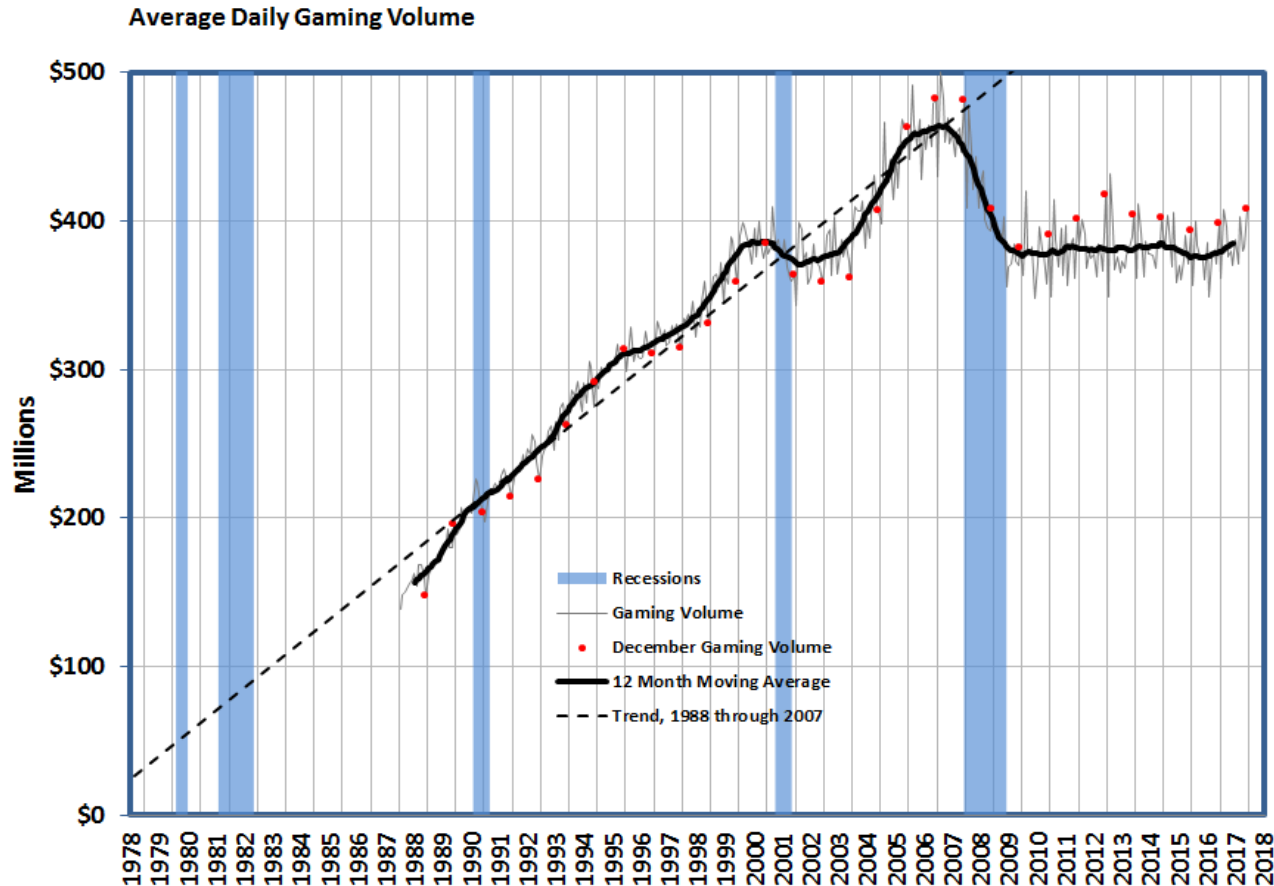
- Bars and restaurant are the biggest spending category.

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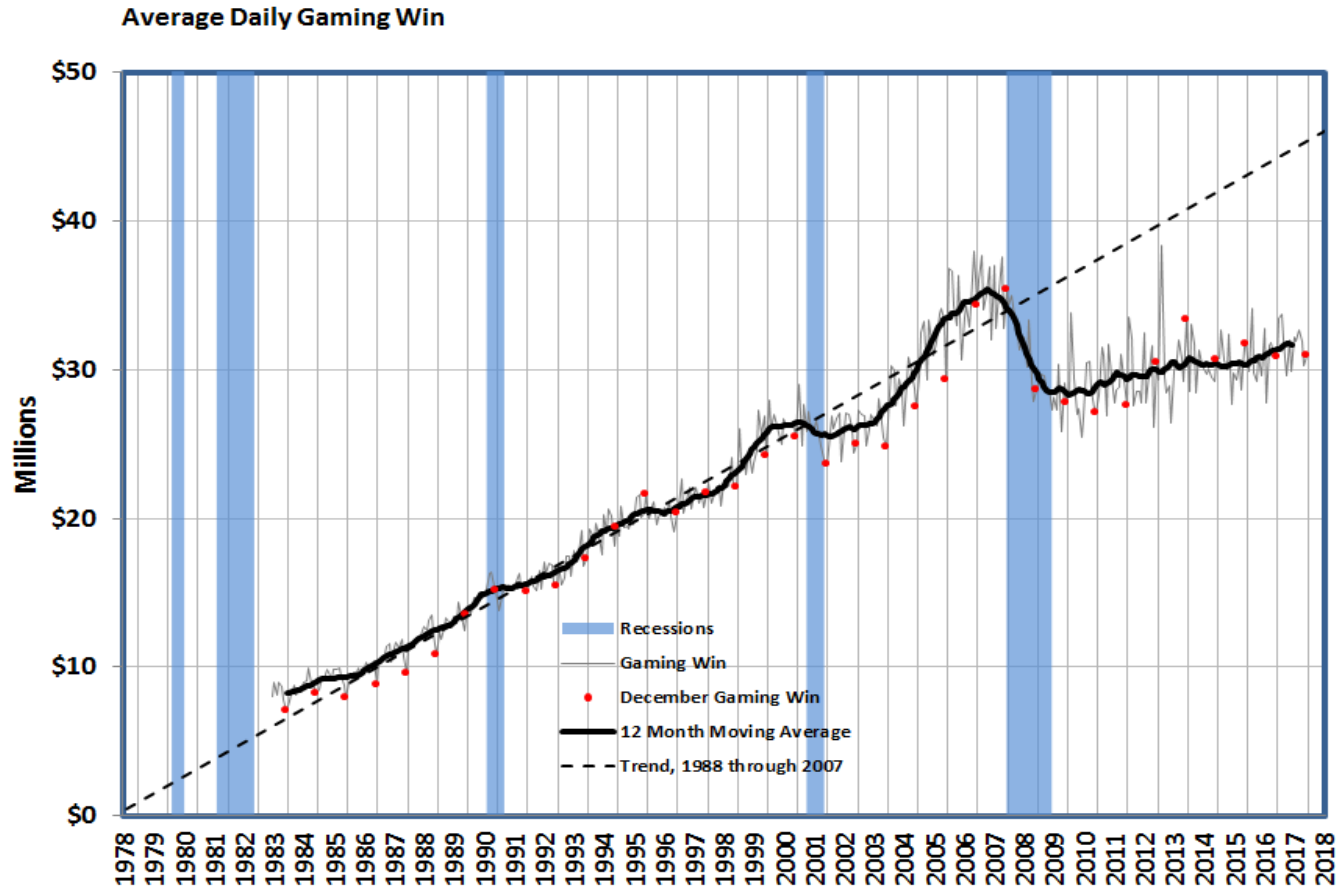
- Average daily sales and use tax collections slowly returning to a long-term trend.

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- Average daily gaming volume has been flat since the economic recovery began but is finally seeing a slight uptick.

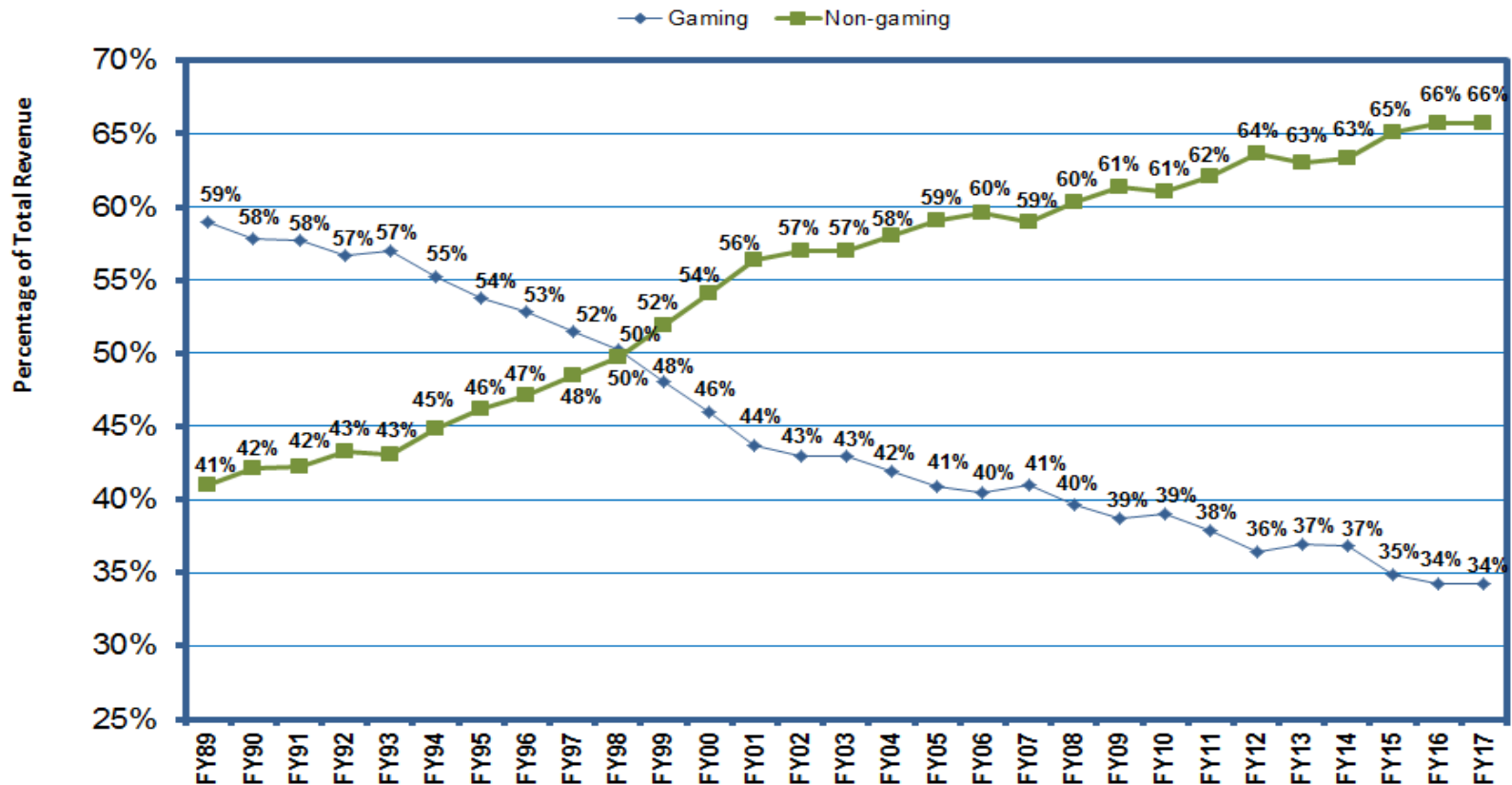
BUDGET KICKOFF 2019 – 2021 Executive Budget



- Average daily gaming win has been trending up.

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Las Vegas Strip Gaming vs. Non-Gaming Revenue Mix FY89 - FY17

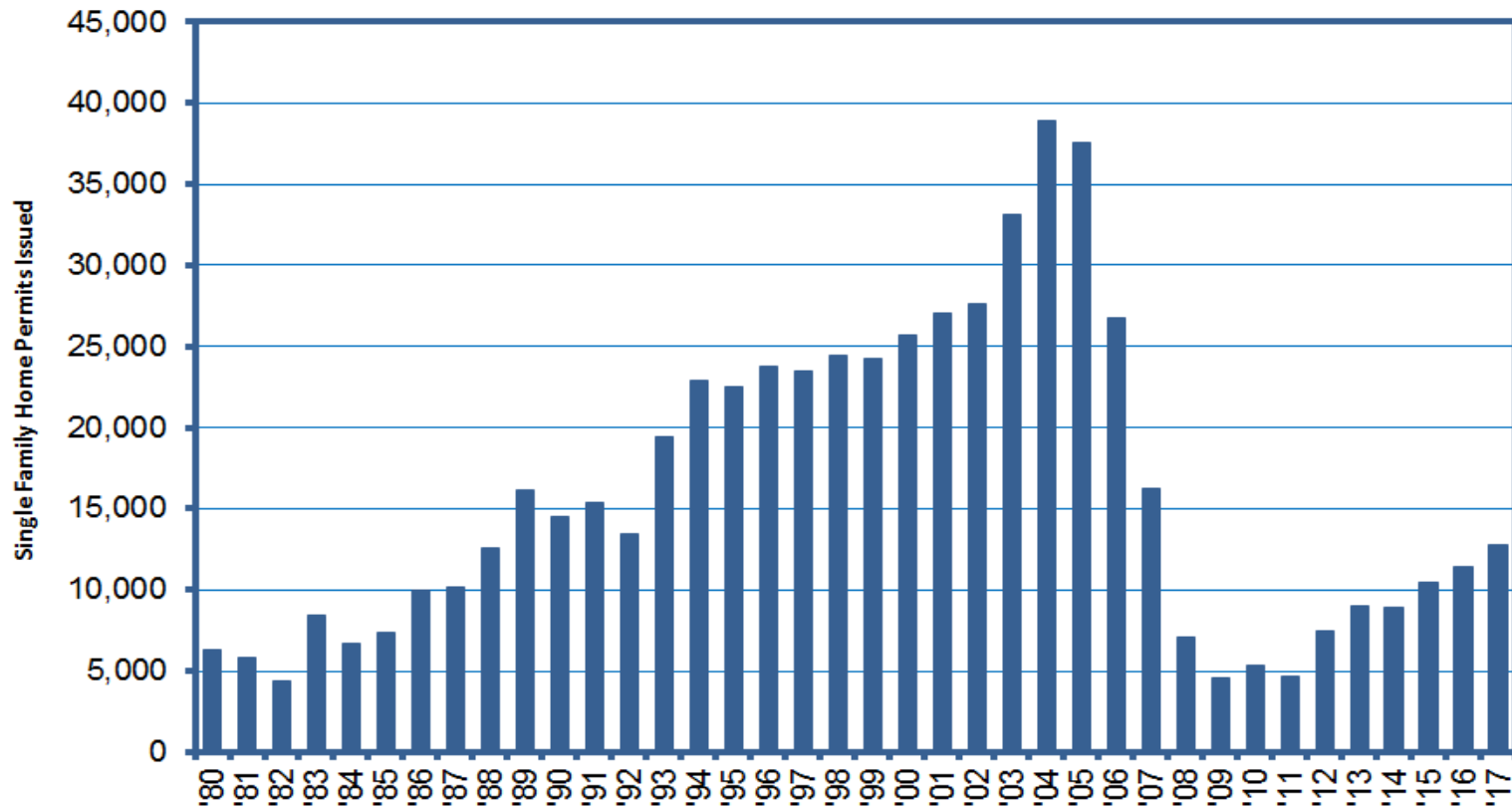


Source: Gaming Control Board

- Non-gaming revenue comprises 66% of Las Vegas' total revenue mix as a result of a market shift in consumer gaming habits.

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Nevada Residential Construction

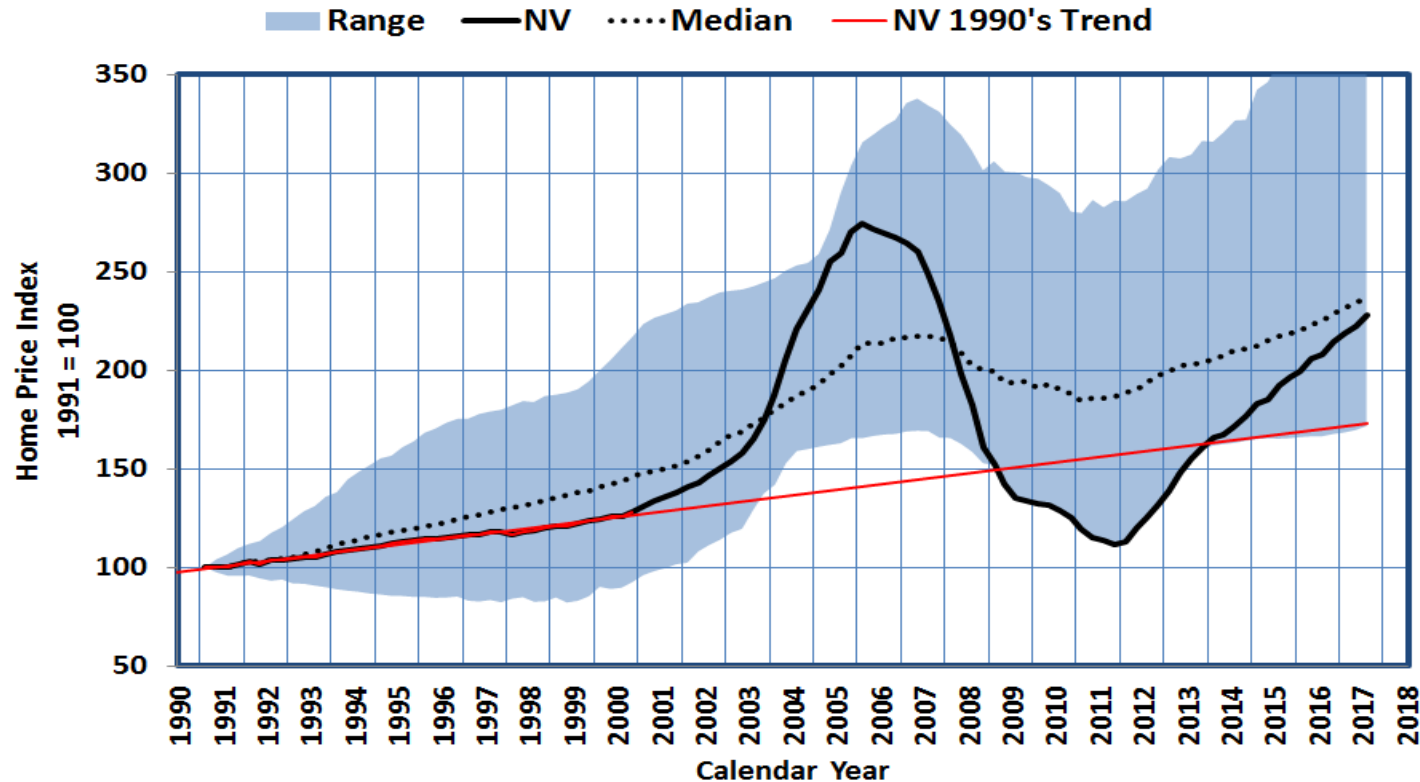


Source: Census Bureau

- Home permits are trailing in the level we saw in the late 1980s.

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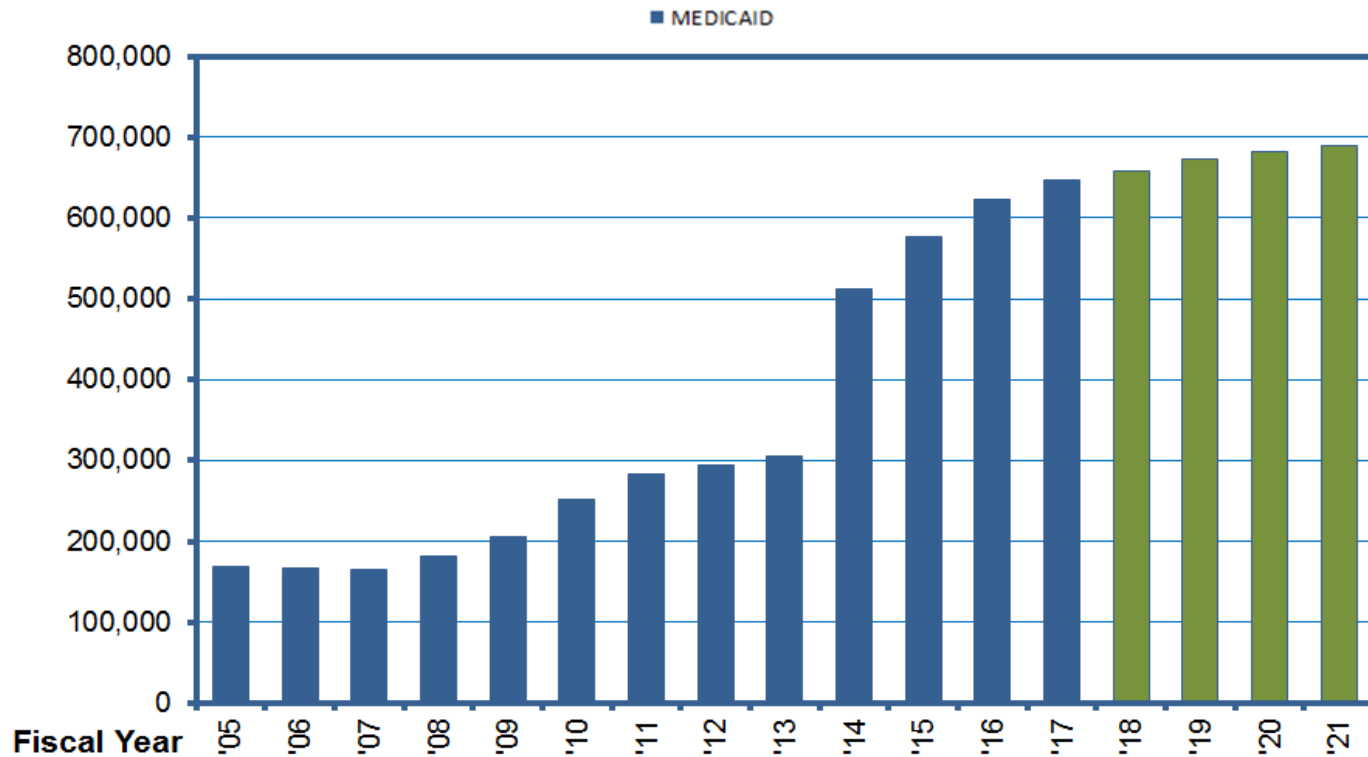
Federal Housing Finance Agency Home Price Index for States
(seasonally adjusted)



- In the third quarter of 2017, house prices rose 9.6 percent in Nevada, the fifth strongest gain in the nation.

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Social Welfare Indicators

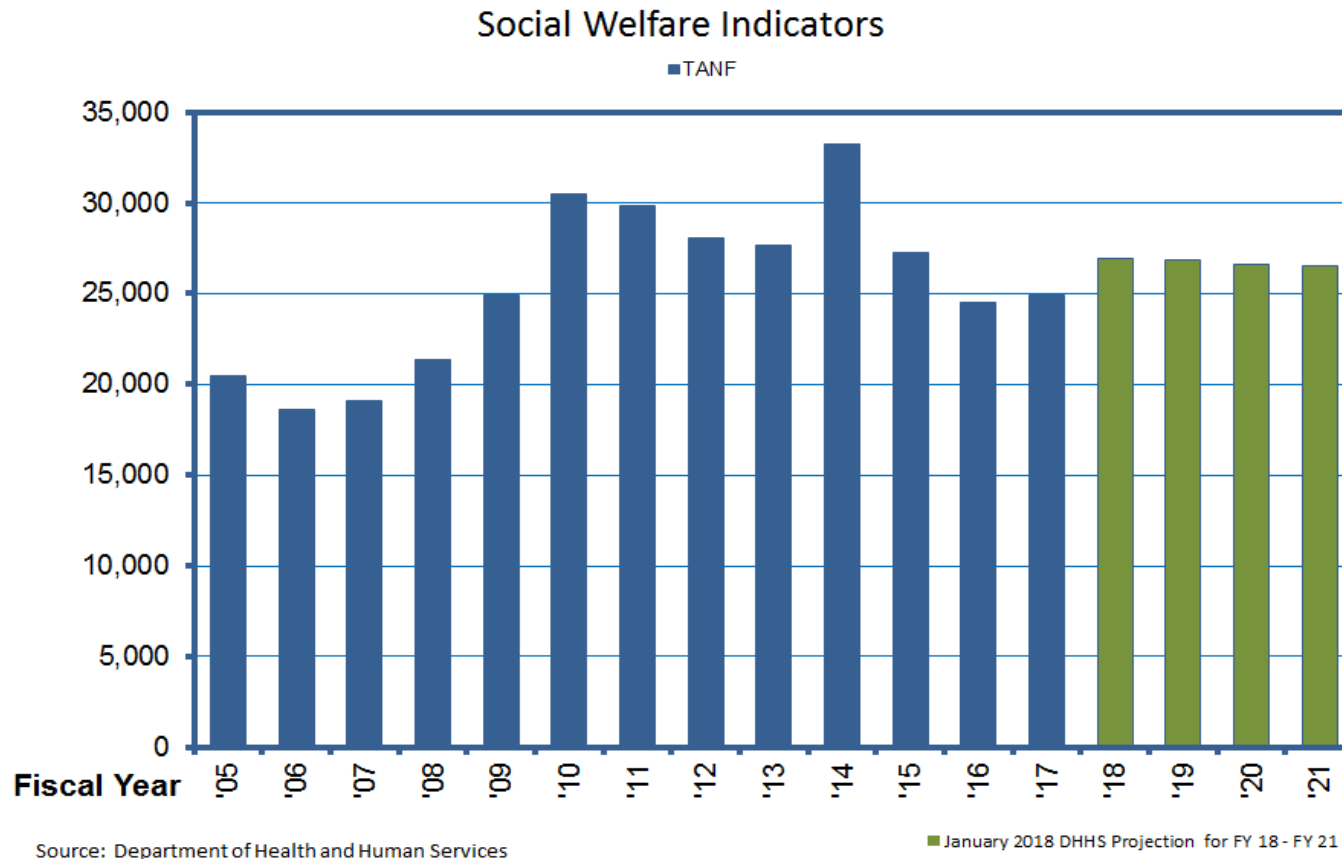


Source: Department of Health and Human Services (DHHS)

■ January 2018 DHHS Projection for FY 18 - FY 21

- Enrollment in Medicaid is projected to increase.

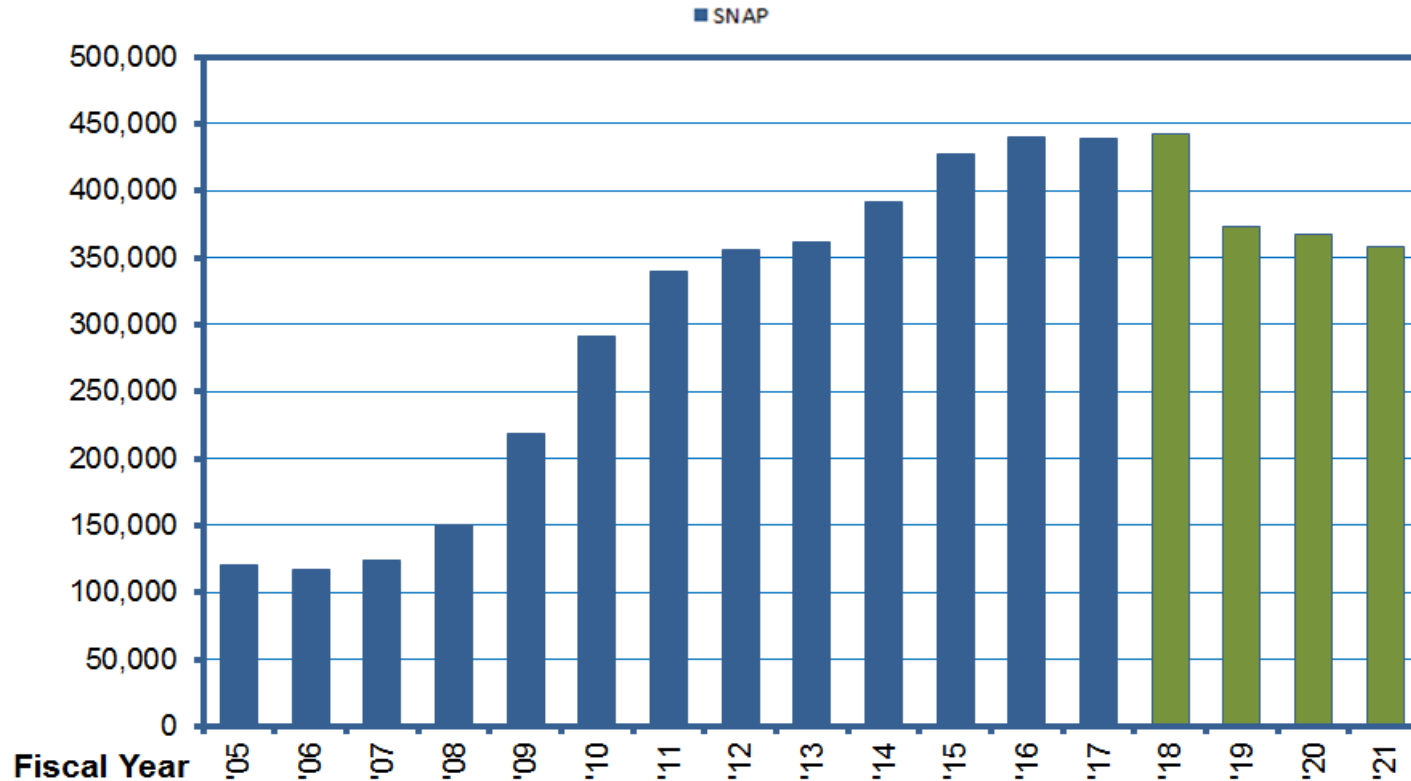
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- Despite improvements in economic conditions, need for temporary assistance remains relatively high.

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Social Welfare Indicators



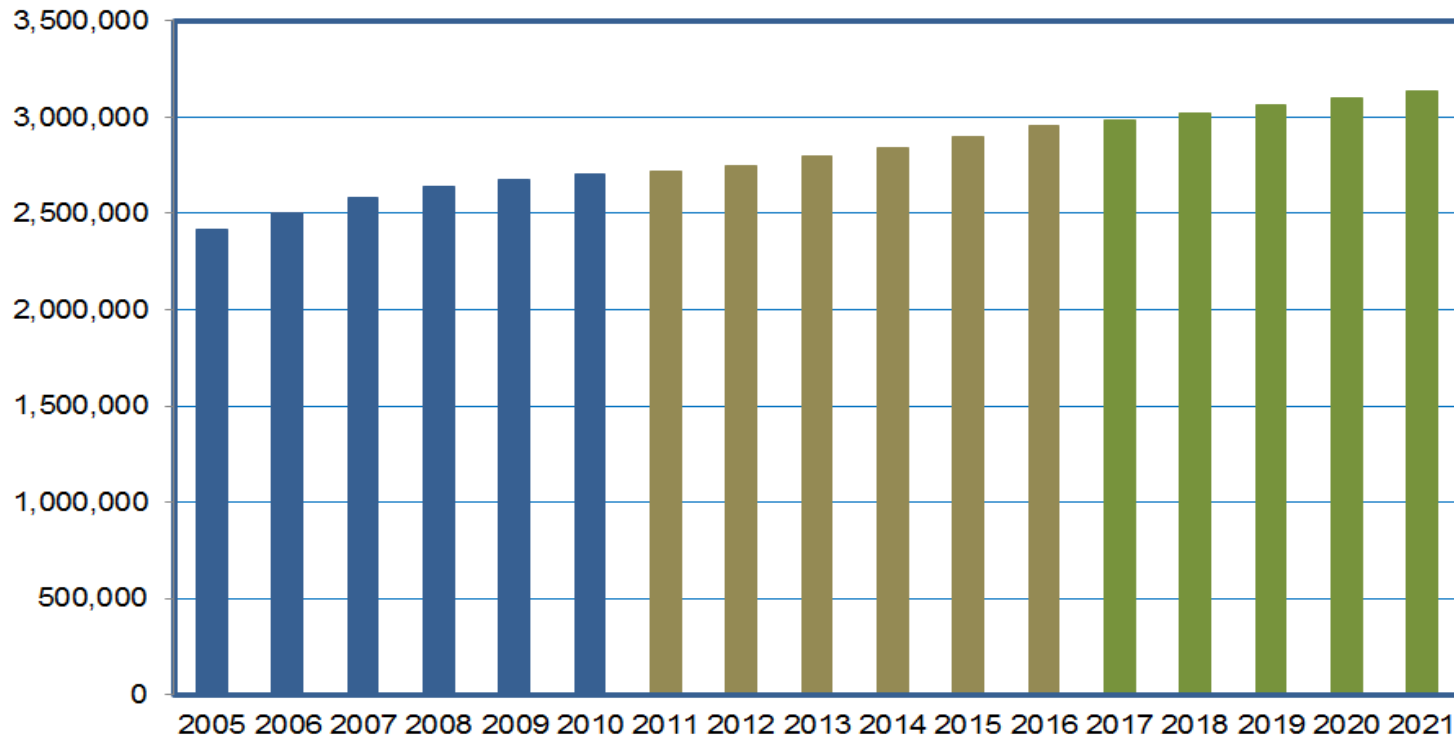
Source: Department of Health and Human Services (DHHS)

■ January 2018 DHHS Projection for FY 18 - FY 21

- The Exemption Waiver for Able Bodied Adults without Dependents expired, reducing the number of people eligible for supplemental nutrition assistance in the next biennium.

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Nevada Population



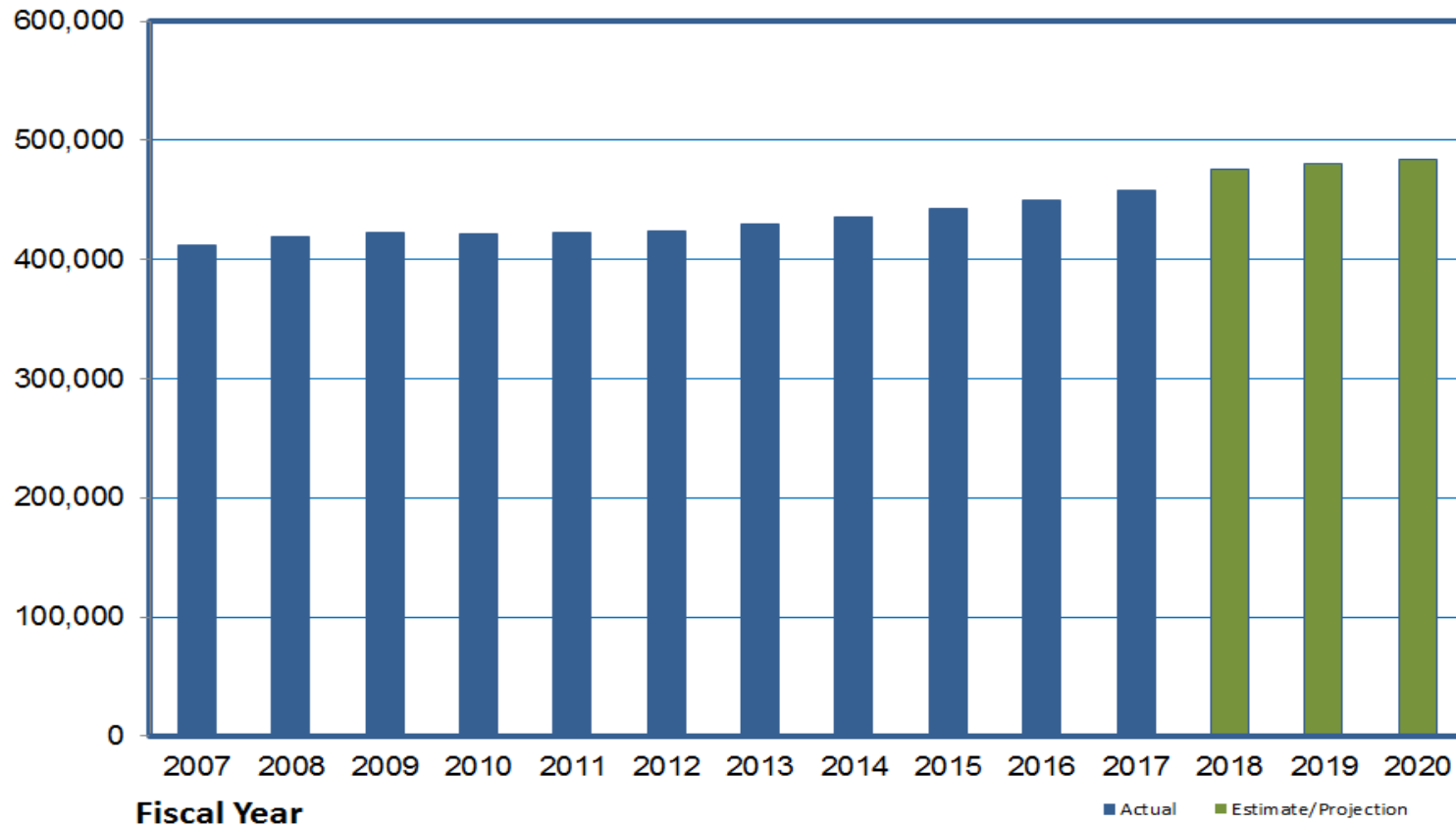
Source: Nevada State Demographer

■ Inter-Censal Estimates ■ Post-Censal Estimates ■ Projections

- Nevada's population is estimated to reach 3.1 million by the end of the 2019-2021 biennium.

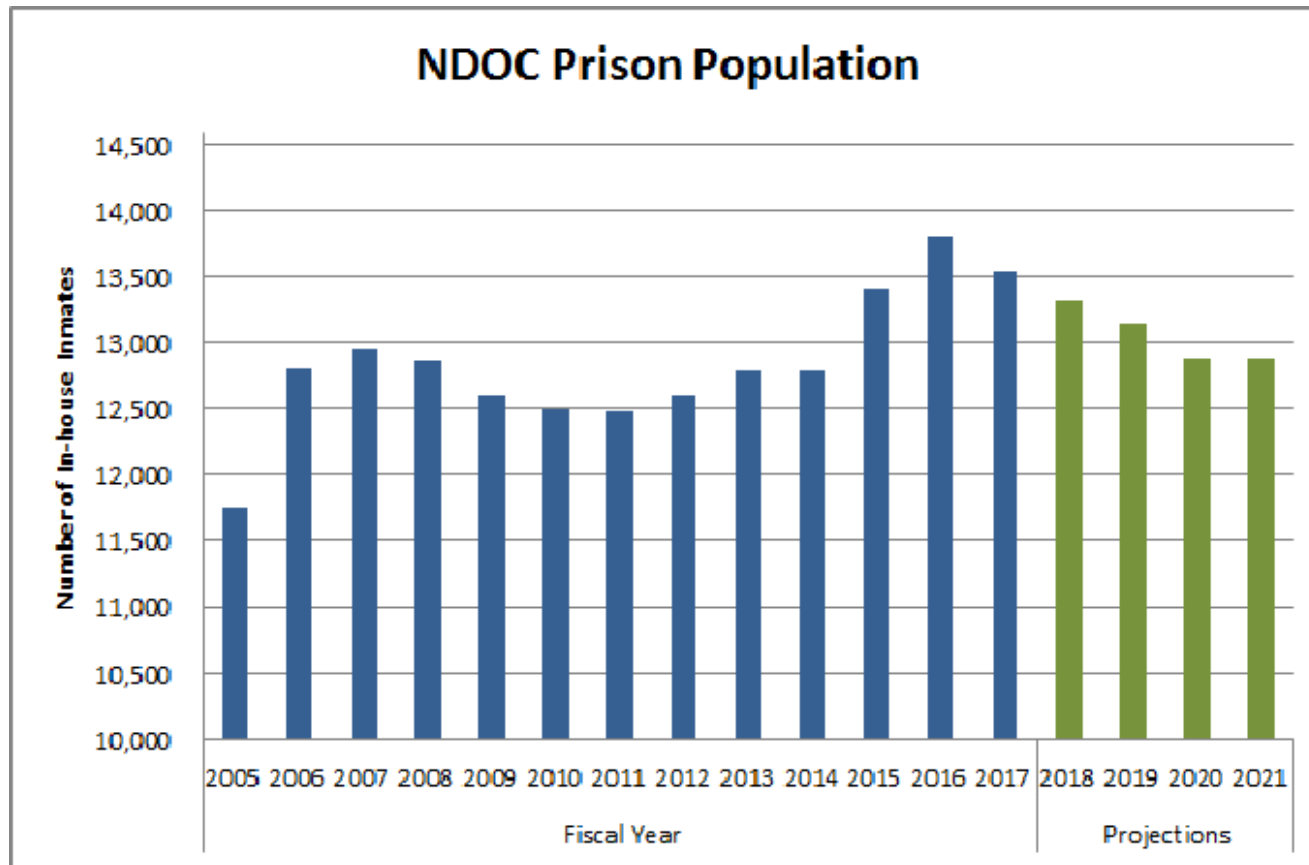
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K-12 Student Enrollment



- Since 2007, K-12 enrollment has increased about 11%.

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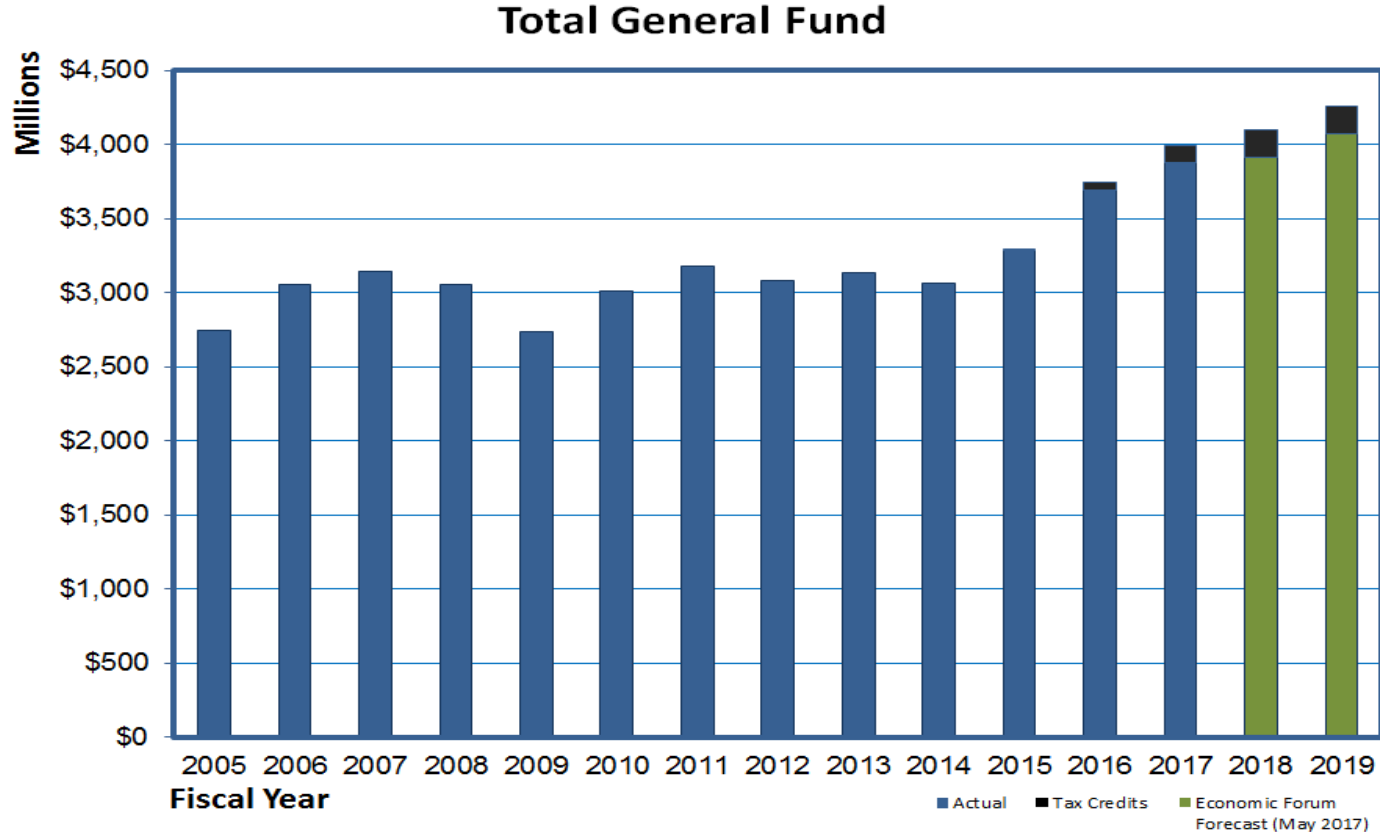


- Even though the state population is projected to increase, Nevada Department of Corrections (NDOC) is expecting a reduction in prison population due to a reformed approach that maximizes minimum custody and focuses on reducing recidivism.



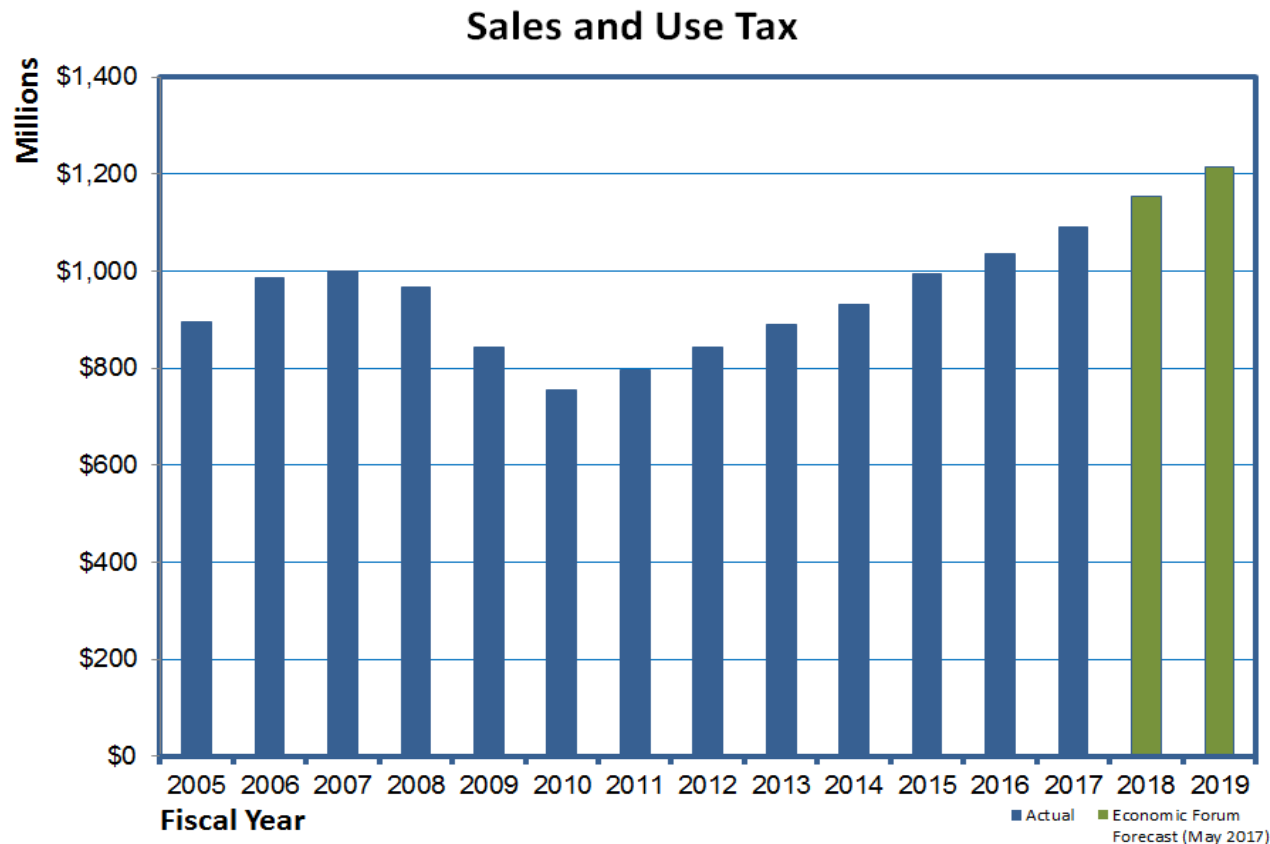
Revenue Outlook

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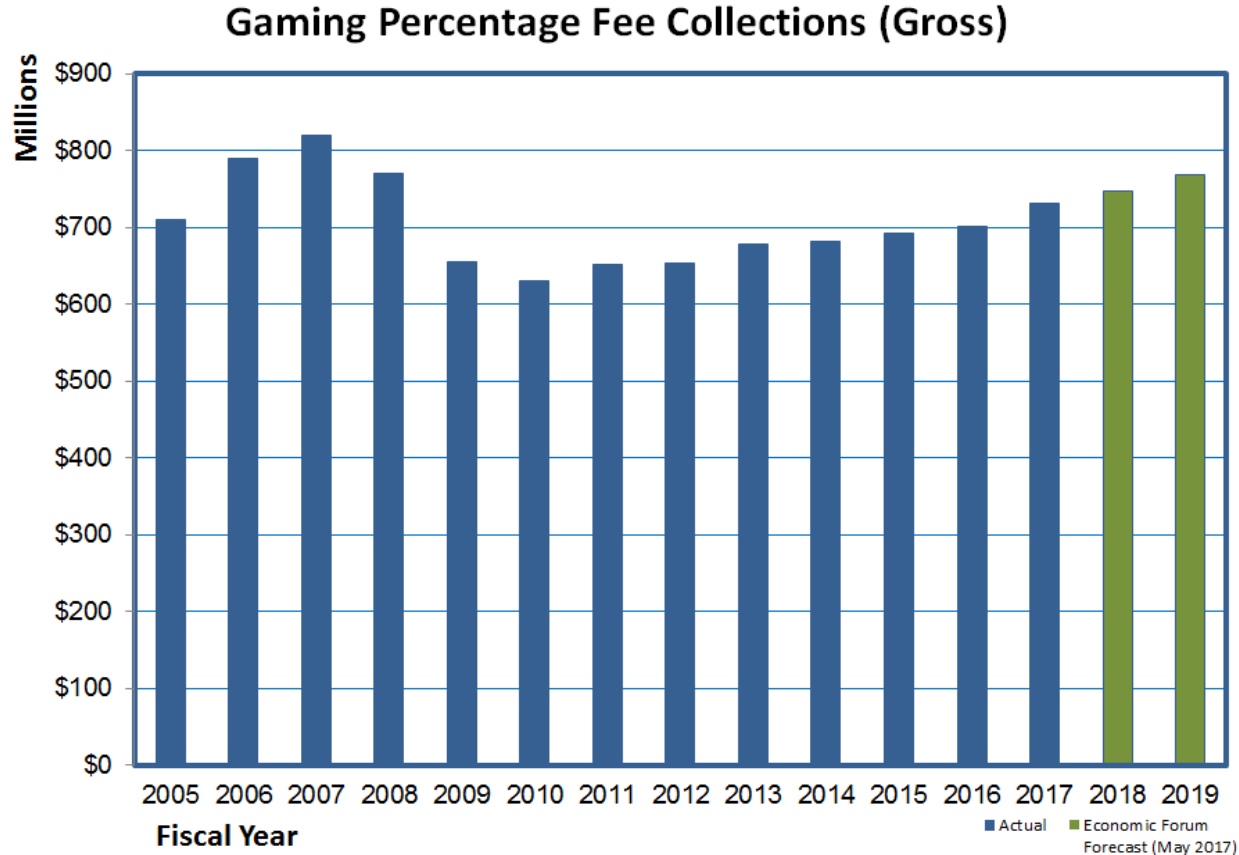
- Fiscal 2018 year-to-date, net revenue tracking \$17.2 million, or 1.2%, ahead of forecast. A total of \$92.3 million in tax credits taken so far against various taxes.

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- Sales tax revenue has been softer than expected. Collections are 1.4%, or \$6.7 million, below the fiscal year-to-date forecast.

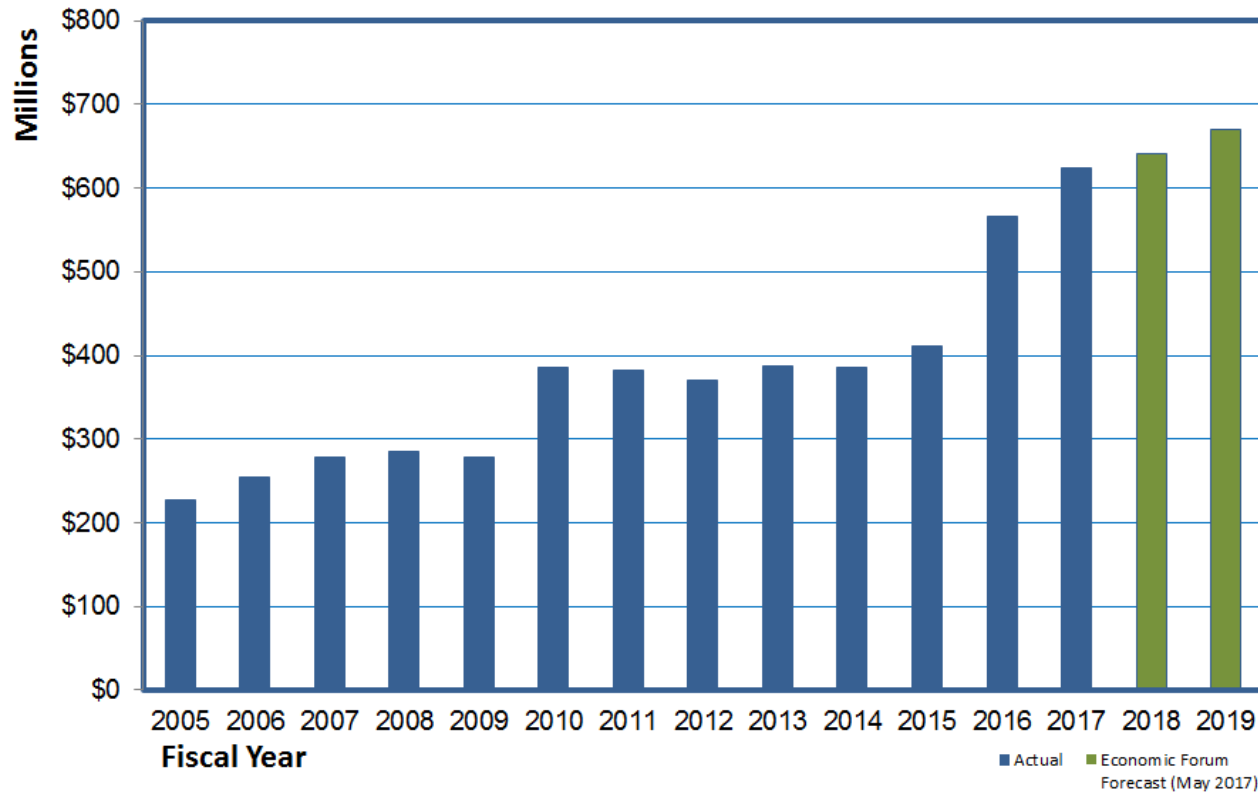
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- Through the January collection period, gross (before tax credits) gaming collections are 2.9%, or \$11.7 million, above the forecast.

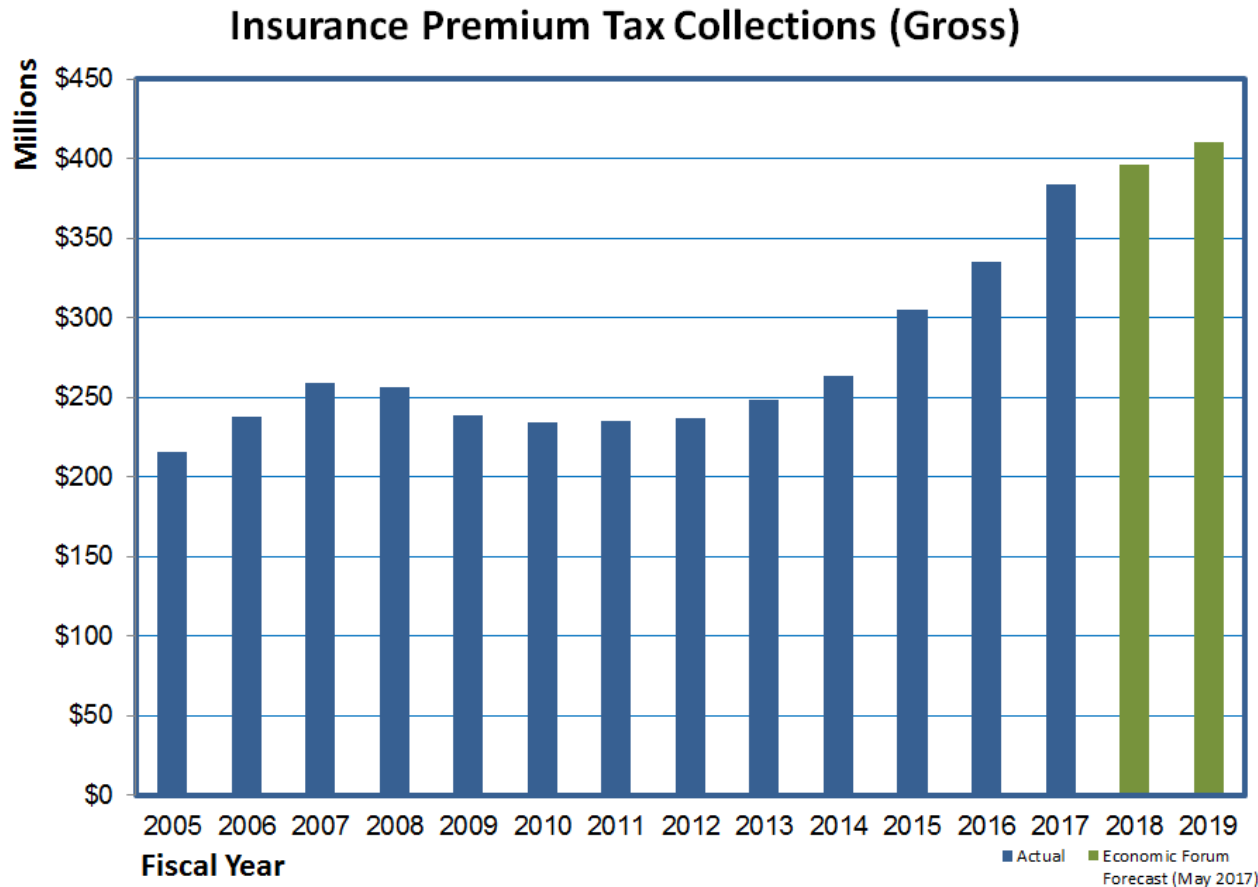
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Modified Business Taxes (Gross) with Commerce Tax Credit



- Gross collections after one quarter are 2.4%, or \$3.7 million, below the forecast.

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- Gross collections after one quarter are 6.8%, or \$6.8 million, ahead of forecast.

Conclusions

- Nevada's economy strengthening
- Outlook for General Fund revenue for the current biennium is positive
- Potential risks to national economic outlook
 - Budget deficits, inflation, higher interest rates
 - Trade relations
 - Geopolitical risks



Budget Cycle & Due Dates

Jim Wells
Director

Budget Cycle

- Agency Request
 - Due 5:00PM Friday August 31, 2018
- Governor Recommends
 - Budget Message and Summary
 - Line Item Detail
 - Economic Development Incentives
 - Recommended Legislation
- Legislatively Approved
 - Session starts February 4, 2019
 - Session ends June 3, 2019
- Resources on the Budget Division website (www.budget.nv.gov)

Key Dates

- CIPs due – 4/2
 - Presentations 8/22-23
- TINs due – 4/6
- Non-budgetary BDR Concepts – 4/13
 - Approve by 5/11
- Final Non-budgetary BDRs – 6/8
- Class Compensation Plan Changes – 7/1
- Complete Adjusted Base – 11/09
- Complete Governor Recommends – early January 2019



Overview of Budgeting Processes and Policy Reminders

Jim Wells
Director

Budget Processes

- Building the Budget
- Positions
- Revenues
- Federal Grants
- Priorities & Performance Based Budgets
- Enhancement Requests and Efficiency Options
- Required Forms
- Technology Investments

Building the Budget

- Agency budgets must:
 - Align with Governor’s Strategic Framework
 - Reconcile positions, revenues and expenditures
 - Be consistent with legislation passed in 2017
 - Use FY 2018 actuals for the Base Budget
 - Be adjusted for one-time, annualized and discontinued costs
 - Be submitted in complete form

Building the Budget

- Agency budgets should:
 - Not include agency-specific inflation without adequate justification
 - Include caseload adjustments as a “M” unit only with prior approval
 - Document and justify adjustments related to federal mandates, court orders and consent decrees
 - Reconcile transfer in/out decision units and other “pitcher/catcher” type items

Building the Budget

- Agency budgets should:
 - Include justification for any requested Supplemental Appropriations
 - Identify and include one-time projects, including multi-biennia requests where appropriate
 - Include replacement equipment in accordance with an approved schedule

Positions

- Agencies must:
 - Confirm the accuracy of the positions in their budget by PCN before 7/1
 - Notify their assigned Budget Analyst of errors
 - Eliminate expired or non-permanent positions
 - Confirm the accuracy of the incumbents as of the budget request submission
 - Include on-going seasonal and intermittent positions to the extent funding is available

Positions

- New permanent positions:
 - Engage with DHRM on classification
 - Include NPD-19 for each position
 - Identify conditions and responsibilities
 - How the position advances the agency's mission
 - How it impacts existing personnel
 - Include associated costs
 - Default start date is October 1 of the first year

Positions

- Vacant positions:
 - Justify retention of 12+ month vacancies
- Budget new or vacant positions to hire at no greater than step:
 - 4 for positions in grades 30 and below
 - 7 for positions between grades 31 and 38
 - 10 for positions in grades 39 and higher

Positions

- Single Reclassifications
- Reorganizations
- Compensation Plan Adjustments due 7/1
 - Reclassification of or raises for series of positions
- FTE Costs and Assessments
- Vacancy Savings
- Overtime/Pay Differentials

Revenues

- In general, must cover requested expenditures; never used to balance budget
- Appropriations
- Transfers
 - Must be reconciled against transfer expenses
- Reserves
 - Generally are non-recurring revenue source

Other Revenues

- Includes licenses, fees, fines, loan repayments, charges for services or other revenues not deposited into the General Fund for use in the appropriations process.
- Must submit detail on any fee established, increased or decreased in the Agency Request
- Fee Database

Federal Revenues

- Only includes revenue directly from federal government
- Report separately by grant award
- Recurring grants should be included in budget
- Should be budgeted at NOGA + Carryforward
- Not subject to budget caps
 - Must adhere to statewide cost decisions

Federal Grants

- Matching Requirements documentation
 - Grant Name
 - CFDA number
 - Funding by state FY for term of the grant:
 - Grant amount, and
 - match fund requirements
 - Source of match funds
 - Appropriation, third-party, in-kind, etc.
 - Impact of not appropriating the match

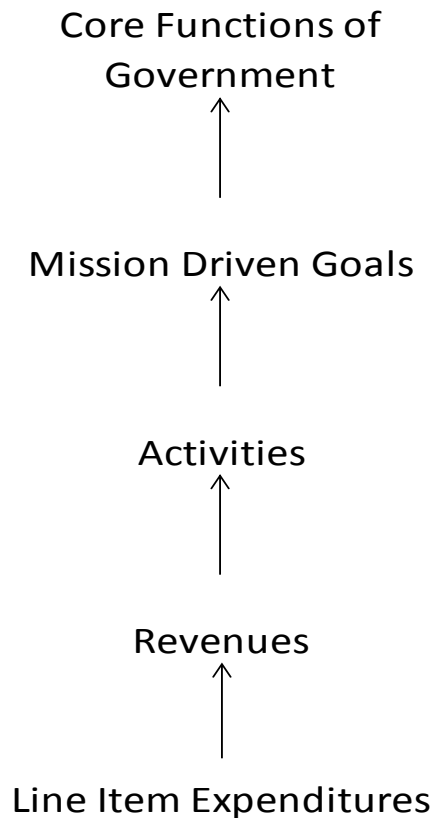
Federal Grants

- Maintenance of Effort requirements
 - Include assumptions and calculations to meet required MOE levels for current and upcoming biennia
- Indirect Cost/Cost Allocation Plans
 - Include federal authorization document showing approved rate
 - Reconcile “pitchers” and “catchers”

Priorities & Performance Based Budgeting

- Strategic planning framework
 - Mission Driven Goals
 - Objectives
 - Priorities

Fund Mapping



- Line item Expenditure to revenue is the same
- Map revenues to pre-defined Activities
- Mapping of activities to Mission Driven Goals and Core Functions is pre-determined

Performance Measures

- Should be:
 - Logically and directly related to the Activity they are purported to measure
 - Incorporate significant aspects of the operations of the agency
 - Responsive to changes in levels of performance
- When possible, tied to data already reported internally or externally

Performance Measures

- Three main types:
 - Output/workload - “How much did we do?”
 - Efficiency – “How well did we do it?” or “Are we doing things right?”
 - Effectiveness “Is anyone better off?” or “Are we doing the right things?”
- No right or wrong number of measures
- Narrative description option

Performance Measures

- Must be included in enhancement units
 - Incremental change to existing measure
 - New measure for the activity
 - Data provided must be valid and accurate and data limitations noted
 - Expected outcome description
 - Decision units submitted without Performance Measures will not be considered

Priorities & Performance Based Budgeting

- Strategic Plans
 - Should have been created or updated by July 1, 2017, but...
 - Must be updated (if more than 5 years old)
- Service Levels
 - Cost to continue the existing legislatively approved program into the next biennium
 - Reductions or increases must be budgeted

Required Forms

- Budget Submission Certification Letter
 - One letter per agency
 - Must be signed by the director or chairman
- Copy of the 2X Budget Limit calculation
- Organizational charts
 - Program
 - Personnel

Enhancement Requests

- Strategic Plans, Budget Request and enhancements should answer:
 - Which strategies will most effectively achieve agency and statewide goals and priorities?
 - Which activities are mandatory/core to these strategies?
 - How are the outcomes of our highest priority services and activities maximized?

Enhancement Requests

- Agencies should:
 - outline efforts taken and/or plans to find additional capacity
 - Focus on improving performance through innovation
 - Include a rigorous evaluation plan and Performance Measures to show how the investment of new dollars will result in the intended outcomes
 - Place in Items for Special Consideration

Agency Request Limits

- Applies to agencies funded with:
 - General Fund appropriations
 - Highway Fund appropriations
 - Other funds receiving GF or HF - internal service funds
- Agency Request Budget for the 2019-2021 biennium shall not exceed two times that agency's FY 2019 legislatively approved funding level unless the agency receives prior written approval from the Budget Division

Agency Request Limits

- Exceptions to the limits for:
 - Pre-approved caseload/population growth
 - Pre-approved agency specific inflation
 - Federally mandated and court ordered activities
- All other decision units must fit within the agency cap

Agency Efficiency Options

- Applies to all agencies
- Unique decision unit to:
 - Reduce or eliminate a low-priority program
 - Fund one-time costs for long-term cost avoidance
 - Enable efficiencies in customer/taxpayer interactions

Agency Efficiency Options

- Efficiency Options should:
 - Be persuasive and demonstrate savings
 - Support the agency's core mission
 - Improve efficiencies
 - Reduce or avoid future cost growth
 - Identify impact on performance measures
- No set target amount
- Corresponding BDRs not required

Efficiency Option Examples

- Automation of processes to increase caseloads per employee
- Consolidation of business units to streamline services and eliminate staff
- Elimination of mailings or use of alternative delivery services
- Reviewing requirements under which services are provided
- Simplification and automation of processes to improve customer experience

Technology Investments

- New process for all IT investments in excess of \$50,000
 - Technology Investment Notification (TIN)
 - Includes:
 - Large hardware purchases
 - Proposed outsourced initiatives
 - Software as a service solution
 - Any other type of IT solution
 - Must be:
 - Aligned to Governor’s goals and priorities
 - Linked to agency’s strategic and business plans
 - Justified with a business case

Technology Investments

- Technology Investment Notification (TIN)
 - Examines benefits of project
 - Takes a realistic look at risks and assumptions
 - Analyzes plausible solutions
 - Includes:
 - Executive Summary
 - Cost and funding information
 - Purpose and expected benefits
 - Alternative and risk analysis evaluation

Technology Investments

- Existing projects
 - Submit TIN or previously approved TIR
 - Status update for projects over \$1 million
 - Implementation compared to scope and status of approved project plan (TIN or TIR)
 - Projected status at the end of the 2019-2021 biennium
 - Impact of not completing the project
 - Estimated expenditures by fiscal year
 - Amended TIN if schedule, scope or budget changes by more than 5%

SMART 21

- Feeder system interfaces
 - Updated, upgraded or replaced
 - SMART 21 costs vs. agency costs
- New systems or upgrades
 - TIN must address integration where applicable
- Contact SMART 21 PMO – SMART21@nv.gov



Bill Draft Requests

Matt Morris

Legislative Director

Office of the Governor

Bill Draft Request Instructions

- **OVERVIEW** – Bill Draft Request (BDR) is a request for a legislative measure submitted to Legislative Counsel Bureau (LCB) proposing additions, deletions, and/or changes to Nevada Revised Statutes (NRS).

BDRs Continued

- BDRs are classified as either:
 - Non-Budgetary Policy BDRs:
 - » “Housekeeping” – Clarifications or minor changes to existing statutes
 - » “Substantive” – All other requests

OR

- Budgetary BDRs

BDRs Continued

Note for Substantive Policy BDRs

Should be informed by the Governor's Policy Initiatives & Strategic Priorities for the State:

- Educated & Healthy Citizenry
- Vibrant & Sustainable Economy
- Safe & Livable Communities
- Efficient & Responsive State Government

BDR Requirements (NRS 218D)

- Single-Subject & Sufficient Detail Rules
- Multiple NRS chapters OK
- Requests are submitted to Budget Division
- Requests are submitted through NV Executive Budget System (NEBS) BDR portal

BDR Requirements (NRS 218D)

- Helpful References – NRS 218D
- Legislative Manual
- 2017 Legislative Summaries
 - LCB 2017 Nevada Legislative Summary

Non – Budgetary BDR Prep Process

- Legislative Summaries drafted and submitted to Governor's Office
- Approved Legislative Summaries completed as Policy BDRs
- Completed Policy BDRs are submitted through NEBS
- Policy BDRs are drafted and pre-filed

BDR Prep Timeline

Important dates to remember:

April 13, 2018 – Agency Legislative Summaries due to Governor's Office

May 11, 2018 – Legislative Summary Reviews Completed

June 8, 2018 – Non-Budgetary BDRs due to Budget Division in NEBS

August 1, 2018 – Non-Budgetary BDRs due to LCB

August 31, 2018 – Budgetary Bills due to Budget Division in NEBS

November 21, 2018 – All Non-Budgetary BDRs must be drafted and pre-filed

Thank You!



Lunch Break 12:00 pm – 1:30 pm



Afternoon Agenda

- Budget Building Manual
- Fund Mapping Changes
- BDR Changes
- EITS TIN Process
- Questions and Answers Session



Budget Building Manual Changes

Katrina Nielsen

Executive Branch Budget Officer

Budget Instructions vs Budget Building Manual

- Policy guidelines are no longer included with how to manual
- Two documents
 - Budget Instructions – Policy document
 - Budget Building Manual – Reference document

Federal Grants

- Budgeting Grant Revenue
 - Notice Of Grant Award (NOGA)
 - Carryforward calculation for estimated unspent authorizations
- Include Maintenance of Effort (MOE) and Matching Requirements
- Include a copy of federal authorization for indirect cost rates

Highlight of Changes

- Position information has been updated as of 1/31/18
 - Includes any MSI effective prior to this date
 - Vacant positions (step 1 default)
 - Grade and Step of incumbents
 - Retirement Code of incumbents
- COLA for FY19 included in Base

Highlight of Changes


- Agency Request Limits
 - 2 X Fiscal Year 2019 plus COLA adjustment
 - Worksheet on website to Calculate
 - M100, M101, M151, M200's, M500's, M600's excluded
 - Agency efficiency option(s) required regardless of funding source

Highlight of Changes

- Enhancement Requests Outside of 2 X Cap
 - Version A02 – Items for Special Consideration as Submitted
 - New Position and Position Reclassification Requests
 - Technology Investments
 - Other Enhancements
 - Enhancement Concept Requests – Not required

Highlight of Changes

- Synchronize Actuals to DAWN
 - Automatically update actual revenues and expenditures



Screenshot of a software interface showing two buttons: "Synchronize Actuals to DAWN" and "Edit Actual/WP".

- Continue manual work program year adjustments

Highlight of Changes

- Cost Allocation Funding – AGCAP
 - How it's funded

New Way = Full amount funded by all agencies regardless of funding source (General Fund included in paying agency budget)

Highlight of Changes

- Technology Investments
 - New or planned IT projects => \$50,000
 - Technology Investment Notification (TIN) - EITS new online form required for IT projects
 - Existing projects
 - Use existing, approved Technology Investment Request (TIR) or Technology Investment Notification (TIN)

Highlight of Changes

- Budgeting for Caseload
 - M151 = Projected change in caseload for the current biennium (Work Program Year)
 - M200's = Projected change in caseload for the next biennium (Year 1 & Year 2)

Highlight of Changes

- Personnel Assessment
 - FTE-driven cost
 - Includes classified and unclassified positions
- Payroll Assessment
 - FTE-driven cost
 - Includes classified, unclassified and non-classified positions



Questions?

Budget@finance.nv.gov

For questions after this seminar,
please contact your agency's
assigned Executive Branch Budget
Officer.



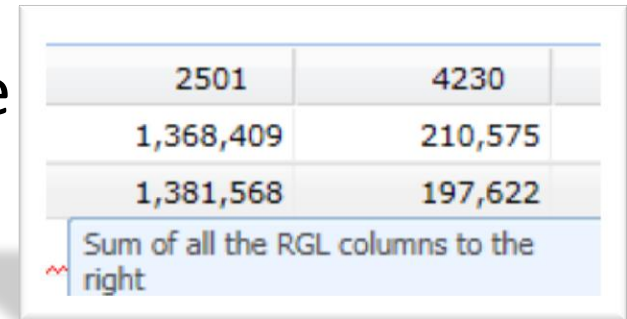
Fund Mapping

Heather Field

Executive Branch Budget Officer

Mapping

- Help and hover messages have been added prepopulated and required fields.
- Expand All/Hide All – allows the user to open or hide all mapping lines with one button.
- Vacancy Savings is automatically mapped to HF/GF.
- Delete ALL – Will remove all mapping

A screenshot of a table with three columns and three rows. The first row has values 2501, 4230, and an empty cell. The second row has values 1,368,409, 210,575, and an empty cell. The third row has values 1,381,568, 197,622, and an empty cell. A tooltip is visible over the bottom row, containing the text "Sum of all the RGL columns to the right" with a red squiggly line icon to its left.

2501	4230	
1,368,409	210,575	
1,381,568	197,622	

Mapping (Cont.)

- Line item - \$ has been added, this will show your funding source by line item if mapped to this level.

	\$	B000	04	7301	MEMBERSHIP DUES
	\$	B000	04	7302	REGISTRATION FEES

Funding Sources for Line Item

Revenue GL	Year 1 Amt	Year 1 %	Year 2 Amt	Year 2 %
2501	110	100.00	0	0.00

Mapping (Cont.)

- Balancing Tool

BA: 3150 - Default Mapping

Manage Mapping Levels |
 Modify |
 Copy to Y2 |
 Copy to... |
 Valid Mapping |
 Balance

Balancing Assistant

The table below shows the amounts needed to balance to the total resources (revenue line items plus reserves). You can modify the calculated amounts if necessary. Uncheck the Include checkbox to indicate any RGLs that should NOT change.

RGL:	2501	4230	4231	4234	4235	4236
Include:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Total Resources:	1,337,727	217,633	59,489	38,388	46,759	24,398
Other Mapped:	1,251,562	205,016	54,477	35,061	43,022	22,874
To Balance:	86,165	12,617	5,012	3,327	3,737	1,524
Desired Amount:	86,165	12,617	5,012	3,327	3,737	1,524

Apply Cancel

Mapping (Cont.)

- Position Mapping - new functionality has been added (funding crosswalks):

Budget Year: All View: [Summary](#) | [Rules by RGL](#) | [Line Item Mapping](#) | [Activity Mapping](#) | **Funding Crosswalk**

INSTRUCTIONS: The table below is used when you choose to import position mappings from HR. The process compares the default accounting for each position to the crosswalk you provide. The rules below will be checked, in order starting with priority #1. Blank fields will match anything. The position will be assigned to the Funding Source on the first row that matches.

Delete	Priority		Org	Sub-Org	Actv	Job Number	Funding Source (RGL)	Notes
	20		0600					Copied from default accounting
	30							Copied from default accounting

Mapping (Cont.)

- This selection allows you to view positions as they are funded in data warehouse.

Budget Year: All View: [Summary](#) | [Rules by RGL](#) | [Line Item Mapping](#) | [Activity Mapping](#) | [Funding Crosswalk](#)

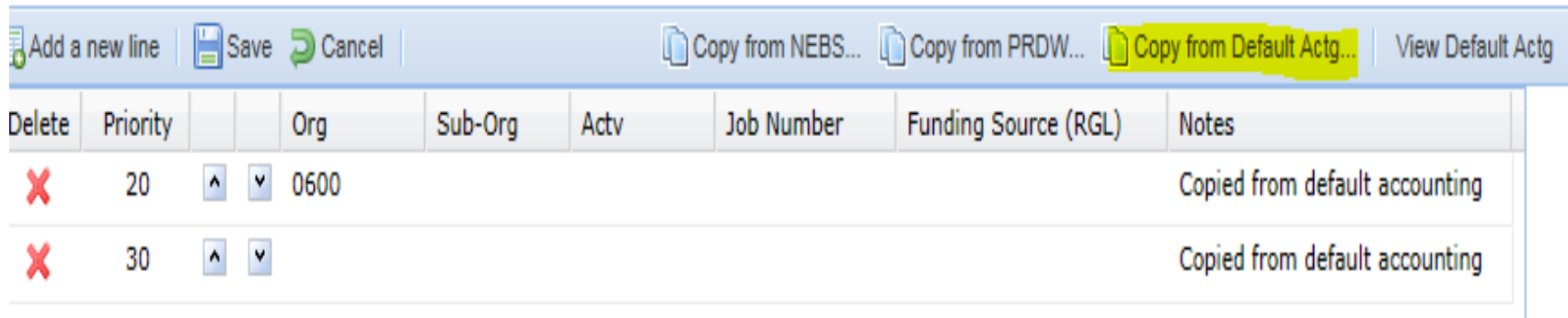
INSTRUCTIONS: The table below is used when you choose to import position mappings from HR. The process compares the default accounting for each position to the crosswalk you provide. The rules below will be checked, in order starting with priority #1. Blank fields will match anything. The position will be assigned to the Funding Source on the first row that matches.

The screenshot shows a software interface with a table of position mappings and a dialog box. The table has columns: Delete, Priority, Org, Sub-Org, Actv, Job Number, Funding Source (RGL), and Notes. Two rows are visible, both with a red 'X' in the Delete column and 'Copied from default accounting' in the Notes column. The dialog box, titled 'View Default Accounting by Position', has columns: PCN, Org, Sub-Org, Actv, and Job Number. It contains four rows of data:

PCN	Org	Sub-Org	Actv	Job Number
000001	0600			
000002	0600			
000005	0600			
000007	0600			

Mapping (Cont.)

- This selection allows you to copy mapping from default accounting.



The screenshot shows a software interface for budget mapping. At the top, there is a toolbar with buttons for 'Add a new line', 'Save', 'Cancel', 'Copy from NEBS...', 'Copy from PRDW...', 'Copy from Default Actg...' (highlighted in yellow), and 'View Default Actg'. Below the toolbar is a table with the following columns: Delete, Priority, Org, Sub-Org, Actv, Job Number, Funding Source (RGL), and Notes. The table contains two rows of data, both with a red 'X' in the Delete column and 'Copied from default accounting' in the Notes column.

Delete	Priority	Org	Sub-Org	Actv	Job Number	Funding Source (RGL)	Notes
X	20	0600					Copied from default accounting
X	30						Copied from default accounting



Questions?

Budget@finance.nv.gov

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assigned Executive Branch Budget
Officer.



NEBS Bill Draft Request Changes

Paul Nicks
Deputy Director

NEBS BDR Module

- BDR Concepts
- Simplified BDR submittal
- Easier Tracking of Requests through BDR process

BDR Concept Input Page

BDR Detail

Budget Period: 2017-2019 Biennium (FY18-19)
Budget Session: TEST SPECIAL SESSION
BDR Concept Number: TBD - Set upon "Save Draft" or "Submit"
Title [100 char max]: Test Concept

Description | Attachments

Primary Department: 01 GOVERNOR'S OFFICE
Primary Dept/Div: 015 GOVERNOR'S FINANCE OFFICE
NRS title, chapter and sections, Nevada Constitutional provisions, administrative regulations (NAC) affected: [1000 char max]
353.205

Request Description
Describe the problem to be solved and the proposed solution: [2000 char max]:
Test

Would this measure, if enacted, create or increase any fiscal liability of state government or decrease any revenue of state government which appears to be in excess of \$2,000? (If Yes, must submit request as a Budget Bill)
 Yes No Unknown

Would this measure, if enacted, increase or newly provide for a term of imprisonment in the state prison or make release on parole or probation from the state prison less likely? (If Yes, must contact the relevant state agencies (i.e. Dept. of Corrections, Dept. of Public Safety, etc.) to determine if this should be submitted as a Budget Bill)
 Yes No Unknown

Bill Type:
 Budget Policy-Substantive Policy-Housekeeping

Effective Date:
 July 1, 2017 October 1, 2017 Upon Passage and Approval Other

Concept Comments *Will not transfer to BDR [4000 char max]:

Save Draft Submit Cancel

Budget or Policy Bill

Would this measure, if enacted, create or increase any fiscal liability of state government or decrease any revenue of state government which appears to be in excess of \$2,000? (If Yes, must submit request as a Budget Bill)

Yes No Unknown

Would this measure, if enacted, increase or newly provide for a term of imprisonment in the state prison or make release on parole or probation from the state prison less likely? (If Yes, must contact the relevant state agencies (i.e. Dept. of Corrections, Dept. of Public Safety, etc.) to determine if this should be submitted as a Budget Bill)

Yes No Unknown

Warning this may need to be a budget bill based on selections

Bill Type:

Budget Policy-Substantive Policy-Housekeeping

Effective Date:

An answer of “No” to the first question will block your ability to select Budget for BDR type, similarly an answer of “Yes” will block the Policy selections.

Budget or Policy Bill

Would this measure, if enacted, create or increase any fiscal liability of state government or decrease any revenue of state government which appears to be in excess of \$2,000? (If Yes, must submit request as a Budget Bill)

Yes No Unknown

Please Explain why this is unknown: [2000 char max]:

Would this measure, if enacted, increase or newly provide for a term of imprisonment in the state prison or make release on parole or probation from the state prison less likely? (If Yes, must contact the relevant state agencies (i.e. Dept. of Corrections, Dept. of Public Safety, etc.) to determine if this should be submitted as a Budget Bill)

Yes No Unknown

Please Explain why this is unknown: [2000 char max]:

Bill Type:

Budget Policy-Substantive Policy-Housekeeping

If the impacts of the BDR are unknown, you will be required to provide an explanation to why the impacts cannot be determined. Designate the BDR as Policy-Substantive.

Concept Approval and BDR Creation

Transaction Status: Approved

BDR Detail

Budget Period:	2017-2019 Biennium (FY18-19)
Budget Session:	TEST SPECIAL SESSION
BDR Concept Number:	18A0151694C
Title [100 char max]:	Test Concept

BDRs created from this Concept	
BDR #	
18A0151695	
18A0151696	
18A0151697	
18A0151698	
18A0151699	

Once the concept is approved a text box will appear in the concept showing the BDR or BDRs that were created from the concept. The Governor's office has the ability to create up to 5 BDRs from one concept and to merge a concept into an existing BDR.

Contact Tab Changes

BDR Detail

Budget Period: 2017-2019 Biennium (FY18-19)
Budget Session: TEST SPECIAL SESSION
BDR Number: 18A0151695
Title [100 char max]: Test Concept

BDR created from this Concept

BDR Concept #
18A0151694C

Description Attachments BA/DU **Contacts** Agency Notes GO Review

Primary Contact:

Name: Paul Nicks
Title: Deputy Director
Mailing Address: 209 East Musser, Room 200
Phone: (775) 684-0222
Extension:
Email: pnicks@finance.nv.gov X

Is there a different person for whom the draft should be mailed for review?

Yes No

Is there a different person to be contacted to provide testimony regarding the measure during the legislative session?

Yes No

The Primary contact will only need to be entered once, unless there are different contacts for BDR review and testimony.

Legislative BDR

Transaction Status: Approved	
BDR Detail	
Budget Period:	2017-2019 Biennium (FY18-19)
Budget Session:	TEST SPECIAL SESSION
BDR Number:	18A0151695
Legislature BDR #:	57-161
Title [100 char max]:	Test Concept

BDR created from this Concept	
BDR Concept #	
18A0151694C	

Once the BDR has been approved and transmitted to the Legislative Counsel Bureau and entered into the Nevada Electronic Legislative Information System (NELIS), the Legislative BDR number will appear on the BDR in NEBS.



Questions?

Budget@finance.nv.gov

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Officer.



EITS TIN Process

David Haws
EITS Administrator



Technology Investment Planning

TIN ORIENTATION

Technical Investment Notifications

A new way for agencies to
communicate to EITS about their
technical initiatives

Vision and Goals

- Improve overall IT investment visibility and collaboration.
- Identify additional statewide investment opportunity.
- Effective monitoring and administering of IT investments for the State.
- Provides a vital step for further strategic technology investment planning statewide.

History and Future

- The TIR process has served the state well.
- The TIN process is the natural next step.
- As a questionnaire, the TIN captures overall IT investment scope and purpose and may reduce or eliminate the need for additional detailed TIR information in many instances.
- TINs will be available to fill out online and provide a centralized data repository.

TIR vs TIN (Today vs Tomorrow)

	TIR	TIN
What is it?	Consists of two forms: a narrative (Word file) and budgeting spreadsheet (Excel file). When filled out, provides information about a technical initiative.	A detailed online questionnaire. When filled out, provides structured information about a technical initiative.
What about it?	The TIR is not new.	The TIN is new! TINs will better track and report on technical initiatives over time.
What's the objective?	Historical TIRS will continue to be monitored and tracked.	The TIN process will replace the TIR process as the primary means for agencies to communicate technical initiatives to EITS.

When should a TIN be submitted?

- When the total estimated costs for a technical initiative comes to \$50,000 or more, agencies need to inform EITS about it, via a TIN.
- The TIN is required regardless of the funding source, including proposed software as a service (SaaS)/Cloud solutions, and even if State IT is not involved in the project or ongoing maintenance.
- TINs are needed to help build up a repository of data, to help us understand the state's overall technical profile.

Typical TIN process in 4 steps

1. Agency fills out and submits a TIN.
2. EITS reviews the TIN for technological opportunities for the State.
3. EITS notifies the agency and the Governor's Finance Office that the TIN is completed.
4. EITS refers TINs that are \$500K or more to the Information Technology Strategic Planning Committee (ITSPC).

What to expect? Process timeline

- Reviews typically span three to six weeks.
- The timeline may occasionally go longer, depending on the complexity of the initiative and the completeness and clarity of the TIN submission, as well as the responsiveness of the agency. Also, the timeline may be impacted by the number of TIN reviews in the EITS queue.
- **The good news:** EITS will work with agencies to keep things moving in the process.

Sneak Preview

The screenshot shows a web application interface for 'Technology Investment Notification (Agency Investment Funding)'. At the top, there is a Microsoft Word-style ribbon with tabs for Clipboard, Font, Paragraph, Font Styles, and Editing. Below the ribbon, the page title is 'Technology Investment Notification' with a sub-header '(Agency Investment Funding)'. To the right is the 'EnterpriseIT' logo. A red box highlights a navigation bar containing five tabs: '1> Introduction', '2> Agency/Funding', '3> Investment Cost', '4> Questionnaire', and '5> Attachments'. Below the tabs are 'Print' and 'Share Access' buttons. To the right of the navigation bar are 'Save as Draft' and 'Submit to EITS' buttons. A red arrow points from a callout box 'Follow the tabs...' to the '2> Agency/Funding' tab. Below the navigation bar is a form section titled 'Agency Submission Information'. It contains several input fields: 'Agency Name' (with a dropdown arrow), 'Agency Code' (with placeholder 'Enter the Agency Code'), 'Division Name' (with placeholder 'Enter the name of the Division within the Agency'), 'Primary Budget Account' (with placeholder 'Enter the Budget Account' and a red asterisk), and 'Decision Unit' (with placeholder 'N/A' and a red asterisk). A red box highlights the 'Decision Unit' field with a callout 'Required fields are marked with a red asterisk.' Below this is a table for 'Investment Contacts' with columns for 'Name', 'Title', 'Phone', and 'Email'. The table has four rows: 'Primary TIN Contact', 'Agency Director', 'Agency IT:', and 'Agency Fiscal Officer:'. Each row has four input fields, each with a red asterisk. Below the table is another section titled 'Investment - Title and Description' with a field for 'Investment/Project Title' (with placeholder 'Enter an Investment Title' and a red asterisk).

Sneak Preview II



1> Introduction 2> Agency/Funding 3> Investment Cost 4> Questionnaire 5> Attachments

Print Share Access Save as Draft Submit to EITS

Agency Submission Information

Agency Name: *

Agency Code: Enter the Agency Code

Division Name: Enter the name of the Division within the Agency

Primary Budget Account: Enter the Budget Account * Other Budget Accounts:

N/A

Key contacts are required...

Investment Contacts				
	Name	Title	Phone	Email
Primary TIN Contact:	<input type="text"/> Enter Contact Name *	<input type="text"/> Enter Title *	<input type="text"/> Enter Phone Number *	<input type="text"/> Enter Email Address *
Agency Director:	<input type="text"/> *	<input type="text"/>	<input type="text"/>	<input type="text"/>
Agency IT:	<input type="text"/> *	<input type="text"/>	<input type="text"/>	<input type="text"/>
Agency Fiscal Officer:	<input type="text"/> *	<input type="text"/>	<input type="text"/>	<input type="text"/>

Investment - Title and Description

Investment/Project Title: Enter an Investment Title *

Sneak Preview III: Capture Costs

Form1 - InfoPath

FILE HOME INSERT

Clipboard Font Paragraph Font Styles Editing

Technology Investment Notification
(Investment Cost)

EnterpriseIT

1- Introduction 2- Agency/Funding 3- Investment Cost 4- Questionnaire 5- Attachments

Save as Draft

Print Share Access Submit to EITS

Agency and Investment Title

Agency Name:

Budget Account: Enter the Budget Account

Decision Unit: N/A

Project/Investment Title: Enter an Investment Title

Target Start FY:

Investment - Cost Breakdown

One Time Investment Costs by Fiscal Year

FY	Cat	Cost Line Item	GL	Cost Amount	Cost Item Source	Cost Item Note
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Category Subtotal: \$0 One Time Costs

Insert Additional Line Item

Insert Additional Category

Subtotal: \$0 One Time Costs

FORM TEMPLATE'S LOCATION: [HTTP://NVSP.NV.GOV](http://nvsp.nv.gov) DEFAULT

Sneak Preview IV: More costs

Investment - Cost Breakdown

One Time Investment Costs by Fiscal Year

FY	Cat	Cost Line Item	GL	Cost Amount	Cost Item Source	Cost Item Note
FY18		Services - Vendor Implementation	7060	\$125,000	RFI Response	Add notes here
		Services - Server Hosting Cloud	7060	\$15,000	RFI Response	Add notes here
		Category Subtotal:		\$140,000	One Time Costs	
		FY18 Subtotal:		\$140,000	One Time Costs	
FY19		CLOUD SERVICES	7223	\$25,000	RFI Response	
		Category Subtotal:		\$25,000	One Time Costs	
		FY19 Subtotal:		\$25,000	One Time Costs	
		Total One Time Costs:		\$165,000		Please add any additional notes/comments.

5-Year - On Going Annual Investment Costs by Fiscal

FY	Cat	Cost Line Item	GL	Cost Amount	Cost Item Source	Cost Item Note
FY20		CLOUD SERVICES	7223	\$25,000	RFI Response	Add notes here

Use the TIN cost breakdown area to communicate all estimated costs associated with the initiative.

Sneak Preview V

Technology Investment Questionnaire Fill out the technical questionnaire.

Section: 0001 **Investment Purpose** Show Ref: 2

Q-1 : The primary purpose of this technology investment is to

Response: Implement a new technology, a new automated solution, and/or new equipment not previously in use by the agency.

Options:

Renew or update a maintenance, licensing, or consulting agreement already in place.

Enhance and or upgrade an existing technology solution, software product, and/or equipment solution currently in place and in use by the agency.

Replace an existing technology solution, software product, and/or equipment solution currently in place and in use by the agency.

Perform general maintenance on existing technology and/or equipment currently in place and in use by the agency.

Implement a new technology, a new automated solution, and/or new equipment not previously in use by the agency.

Other

(Select one choice from above)

Ref: 3

Q-2 : The agency's overall urgency to complete the technology investment is driven by

Response:

Planned Technology Obsolescence

Discontinued Vendor Support

Grant or Other Funding Availability

Regulatory Compliance

Data Security Vulnerability

Improved Customer Service

Improved processing and data management

Other

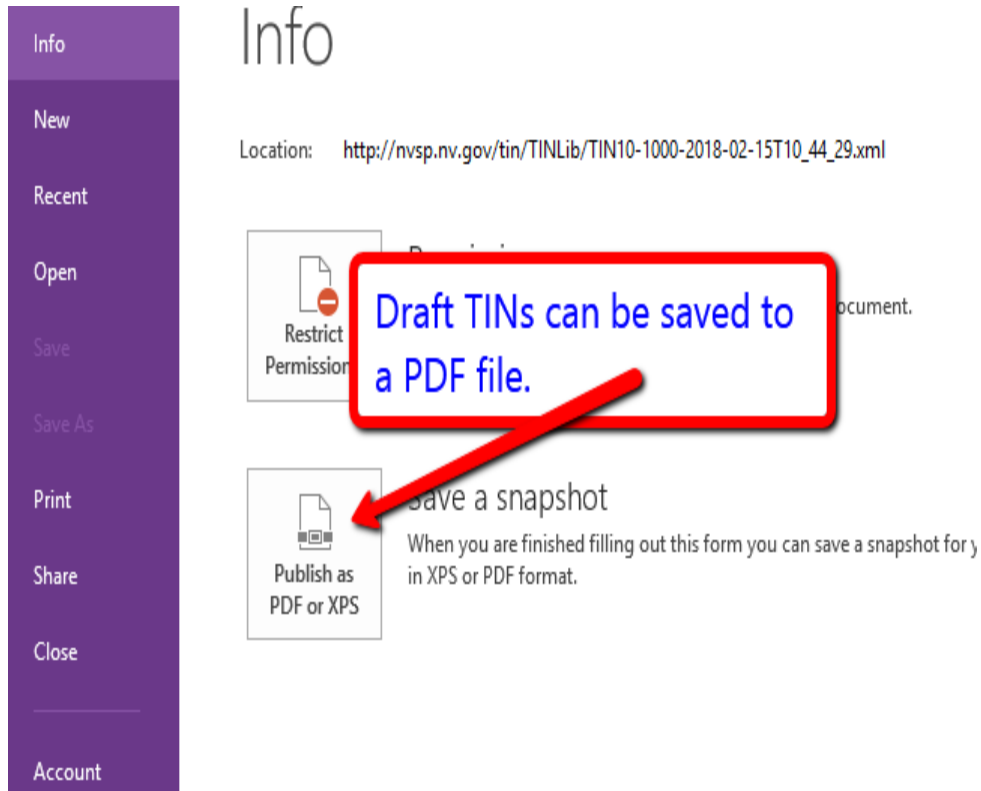
(Select one or many from above)

Sneak Preview VI: Printing

Technology Investment Summary															
Title:	Monitoring software system														
Target FY:	FY19														
Primary Purpose:	Implement a new technology, a new automated solution, and/or new equipment not previously in use by the agency.														
Description:															
Contacts:	Jane Doe	IT Manager III	JaneDoe@AgencyX.NV.gov												
	Jean-Luc Godard	Agency Directory	JeanGodard@AgencyX.NV.gov												
	Jane Doe														
	Gene Banks	CFO	GeneBanks@AgencyX.NV.gov												
Agency Name:	1001 HR-MANSION MAINTENANCE 10														
Division Name:	HR-MANSION MAINTENANCE														
Budget Account:	1001														
Decision Unit:	N/A														
Investment Amt.:	\$250,000														
One Time Cost Est.:	\$165,000														
Ongoing Cost Est.:	\$85,000														
Funding Sources:	<table border="1"> <thead> <tr> <th>Funding Source(s)</th> <th>Funding %</th> <th>Funding Note/Comment</th> </tr> </thead> <tbody> <tr> <td>General Fund</td> <td>50.00</td> <td></td> </tr> <tr> <td>State Grant</td> <td>50.00</td> <td></td> </tr> <tr> <td></td> <td>0.00</td> <td></td> </tr> </tbody> </table>			Funding Source(s)	Funding %	Funding Note/Comment	General Fund	50.00		State Grant	50.00			0.00	
Funding Source(s)	Funding %	Funding Note/Comment													
General Fund	50.00														
State Grant	50.00														
	0.00														

TINS can be printed directly from the site...

Sneak Preview VII: Saving to a PDF



Sneak Preview VIII: Attachments

The screenshot shows a Microsoft InfoPath form titled "Form1 - InfoPath". The ribbon includes FILE, HOME, and INSERT. The HOME ribbon has options for Cut, Copy, Paste, Format Painter, Bold (B), Italic (I), Underline (U), Text Color (A), Paragraph alignment, Font Styles (Normal, Title, Heading 1, Heading 2, Label, Column L...), and Editing (Find, Spelling, Replace, Select All). The INSERT ribbon has a "Submit to EITS" button. The form contains the following fields:

- Agency and Investment Title** (Section Header)
- Agency Name:
- Budget Account:
- Decision Unit:
- Project/Investment Title:
- Target Start FY:
- Primary Purpose:

Below the form, there is a text instruction: "Please attach all pertinent supporting documents."

The attachment section is divided into two parts:

- Attachment(s)**: A table with two columns: "Attachment(s)" and "Attachment Note". It contains a "Click here to attach a file" button and an "Insert item" button.
- Link(s)**: A table with two columns: "Link(s)" and "Link Note". It contains a "Click here to insert a hyperlink" button and an "Insert item" button.

At the bottom of the form, there is a footer with the following information:

- Create Date: 2018-03-21 10:51:07
- test@nv
- Submit Date:
- EITS TMI - version: 2018220 - 427

At the very bottom of the slide, there is a footer with the text: "FORM TEMPLATE'S LOCATION: HTTP://NVSP.NV.GOV" and "DEFAULT".

Technical Requirements

- Access to the State network
- Internet Explorer 11
- InfoPath filler 2010 or 2013
- A user account may be needed if your agency does not use EITS email.
 - Communicate to EITS who needs to access TINS at your agency and we can help with account set up.

Help needed?

- EITS orientation meetings will be conducted.
- Orientation materials will be available for download.
- Email the TIN Admin with questions:
TIAdmin@admin.nv.gov

Key dates for this budget cycle

Action item	Owner	Deadline	Notes
TINs due to EITS.	Agencies	April 6 2018	
TINs due to IT Strategic Planning Committee (ITSPC).	EITS/Agency	June 15 2018	The ITSPC committee reviews and ranks TINS that are \$500K and above.
ITPSC sends TIN priority list to the Governor's Finance Office.	ITSPC - EITS	July 11 2018	

Reminder

TINs are also required for interim year initiatives.

The End. Thank you!

Q and A

Thank You!

