

NEBS Work Program Module

TOPICS

Work Programs

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What Is A Work Program?

A work program is the document used to request changes to a legislatively approved budget or to establish a budget for a non-executive budget account. It identifies the proposed sources of funds to be received by your agency and shows a plan of how the money is to be spent. In essence, it is a mini-decision unit that is self-balancing and must be self-supporting.

There are several reasons for requesting a revision to your legislatively approved budget. Examples of the types of changes are:

- Transfer authority between categories
- Accept a new gift or a grant award
- Increase or decrease authority to collect fees
- Balance forward authority or remaining cash at the end of a fiscal year
- Establish or revise a non-executive budget account

When requesting a revision to an executive budget account or a non-executive budget account, specific supporting documentation is required. Listed below are the items needed to properly justify a work program. Some documents are automatically generated by the work program module, some documents are required attachments to move the work program through the approval process, and some documents should be included by the agency, if applicable. The items listed are not inclusive and a work program may require unique documentation.

Module Generated Documents

Work Program Checklist – completed document based on information included in the Work Programs module in the Nevada Executive Budget System (NEBS) Cumulative Sheet – illustrates all previous and current work program changes

Module Required Documents

Work Program Form – agency must fill out the template, Cover Sheet – agency must fill out the template (see “work program coversheet section” of this manual) Current Budget Status Reports (BSR) from Controller’s Office Data Warehouse of Nevada (DAWN) or NEBS210 reports for the upcoming fiscal year if applicable. Budget projections with corresponding detail including calculations supporting the request. Fund maps (showing authority before and after revisions)

Agency attachments, if applicable

- NPD-19 (if requesting a new position including organizational chart with the new position and calculations for the increase for the new position and explanation how the increase will be funded)
- Quotes for purchases of unbudgeted items (i.e. equipment, computers, etc.)
- Detailed calculations supporting the request, which ultimately corresponds to the work program amount
- Reconciliation worksheet showing how the request will be funded
- The Board of Examiners action item (i.e. contingency funds, contracts, leases, etc)
- Grant requirements (copies of grant awards, grant reconciliations, copies of the grant budget(s), if applicable, and a summary of the grant program and purpose – copies of the entire grant application is not necessary)
- Copies of citations referenced in the work program narrative or backup (i.e., Nevada Revised Statute, State Administrative Manual, regulations, etc.)
- Buildings & Grounds signoff, if applicable
- File maintenance request (form used when establishing a new revenue source code or expenditure category)

Prepare work programs using the NEBS Work Programs Module and guidelines presented in this manual.

Concisely articulate the need for the revision and thoroughly document all related information. A well prepared work program demonstrates your agency has evaluated alternative actions and the proposed change provides the greatest benefit to the state.

Under certain conditions, the Budget Director can approve some work programs, while others require approval by the Budget Director and the Interim Finance Committee (IFC) of the legislature. Conditions of approval are detailed later in this manual.

Understanding the involved process which may take several weeks, plan well in advance and comply with all deadlines to ensure your work program is approved in a timely manner.

Appropriation vs. Authorization

The source of funds may be appropriations, authorizations, or a combination of the two. Both represent approval from the state legislature to expend funds. Generally speaking, an appropriation is made from

unrestricted state funds, either General Funds or Highway Funds, while an authorization is made contingent upon collecting revenue from another source, e.g., user fees, grants, or assessments.

Work programs are prepared by all agencies in order to comply with the provisions of the [State Budget Act - NRS 353.150 through 353.246](#) and to ensure all of the conditions listed below are met:

- Expenditures are within applicable appropriations and authorizations.
- Appropriations and authorizations are used for purposes that meet legislative intent.
- Sufficient funds exist to allow the state to incur financial obligations.
- Changes in planned revenues and expenditures can be proposed, evaluated, and authorized in a manner consistent with the [State Budget Act](#).

Executive Budget vs. Non-Executive Budget

Upon completion of a legislative session, the legislatively approved budget is electronically incorporated into the Integrated Financial System (IFS). This process is critical for all agencies since revenue and expenditure transactions cannot be processed until the authority is established in the state's accounting system. If a budget is not included in the Governor's Executive Budget, the agency must submit a work program to the Budget Division to establish a non-executive budget account.

Work Program Approval Levels

Departmental Approval

Each department has its own internal process for generating work programs. The work program module includes several approval levels that can be used by departments based on their protocol, which include: Data Entry, Budget Account, Division, and Department.

Interim Finance Committee (IFC) Approval

The Budget Division will use the following criteria, in accordance with [NRS 353.220](#), when determining if a revision requires IFC review and approval:

- The cumulative categorical change is more than \$30,000 and increases or decreases the legislatively approved category level by \$75,000 or 10% which ever is less
- Includes a non-governmental grant or gift in excess of \$20,000
- Involves the allocation of block grant funds

Any work program requesting new employees funded by a grant requires IFC approval. Work programs requesting new employees funded by other resources, other than a grant, may require IFC approval. Contact your assigned budget analyst if you need assistance in determining whether or not your work program requires IFC approval.

Work programs do not require IFC approval if they meet the following criteria:

- Is equal to or less than the initial \$30,000 cumulative change for the category (reserve categories are not considered expenditure categories and excluded from this requirement)

- Exceeds the initial \$30,000 cumulative categorical change and is equal to or less than \$75,000 and 10% cumulative for the category (reserve categories are not considered expenditure categories and excluded from this requirement)
- Exceeds the initial \$30,000 cumulative categorical threshold, and is equal to or less than \$5,000 for categories 02, 03, 05, or 30 or equal to or less than \$10,000 for all other categories (reserve categories are not considered expenditure categories and excluded from this requirement)
- Implements general/highway fund salary adjustments approved by BOE
- Increases revenue and places funds in reserve only
- Reallocates or realigns revenues with no change to expenditure categories
- Work program is for a non-executive budget

Regardless of the criteria, the Budget Division will have the final determination whether a work program will be presented for IFC consideration. For example, a work program may have particular interest to IFC members and would be submitted by the Budget Division to the IFC.

Acceptance of Gifts and Grants

While gifts and grants are governed by [NRS 353.335](#), acceptance of gifts and grants does not preclude the work program thresholds pursuant to [NRS 353.220](#). The categorical thresholds described above still apply when determining whether or not a work program to augment revenue for the acceptance of gifts and grants requires IFC approval.

Timelines

It is very important to forward any proposed work program requests to the Budget Division as they become necessary and not wait until the IFC meeting date is scheduled by the Legislative Counsel Bureau (LCB). Work programs submitted shortly before, on, or after the Budget Division deadline may be postponed to a subsequent IFC meeting if there is not adequate time for the Budget Division to thoroughly review the request. Only the governor can approve exceptions to this policy. The **posted schedule** of the IFC meeting dates can be found on the legislative website at <http://leg.state.nv.us/> under Calendar of Meetings.

Budget Division deadlines can be found in all agency memoranda posted on the Budget Division website at <http://budget.nv.gov/>. If you have any questions concerning deadlines, contact your assigned budget analyst.

Pursuant to NRS 353.220, below are exceptions for work programs requiring IFC approval from waiting for approval until the next scheduled IFC meeting for approval. Agencies should plan accordingly to avoid these exceptions.

Statutory Emergency Provision

Pursuant to [353.220, paragraph 5](#), if the work program adjustment is necessary because of an emergency as defined in NRS 353.263 or for the protection of life or property, the governor may approve the work program and must report the action to the IFC at their next scheduled meeting.

Expeditious Action (15-day)

If the governor determines the IFC needs to take expeditious action to consider a proposed work program, including the acceptance of a gift or grant, the IFC has 15 calendar days (after receipt by the Secretary of the Committee) to consider the work program. If the work program is not acted upon within the 15-day period, the revision is deemed approved (NRS 353.220(5) b). Note: extreme circumstances must exist to qualify for an expeditious action and the time needed for review and evaluation of the proposal by the Budget Division is not included in the 15 days.

45-day Approval

There may be circumstances where a work program requires approval before the next scheduled IFC meeting. For these situations, the statute has a specific resolution. The IFC has 45 calendar days after receipt by the secretary of the committee to consider a proposed work program. If the work program is not acted upon within the 45-day period, the work program is deemed approved (NRS 353.220 (5) c). If the governor declares a gift or grant would be forfeited if the state failed to accept the gift within a 45-day period, the IFC has 45 calendar days from the date the proposal is received by the Secretary of the Committee to consider the acceptance of the gift or grant. Note the time needed for review and evaluation of the proposal by the Budget Division is not included in the 45 days.

Preparing a Work Program

Work programs are reviewed in the same manner as an agency budget submission and require the same level of detail. Requests must be submitted to the Budget Division with appropriate justification and supporting documentation. A well documented request will fully answer the following:

- Who?
- What?
- Where?
- Why?
- When?
- How much?
- What are the benefits?
- What are the consequences?

It is important to remember your work program is part of the state's budget and impacts all other parts of state government in some way, whether directly or indirectly and a complete work program addresses this impact. Additionally all work program documents and supporting information are subject to public review and some information may be posted to the Nevada Open Government site at open.nv.gov.

Work Program Form

The financial details and associated comments for a work program are entered on the Work Program Form. Data entered on the form appears in the work program request and work program description

reports. The Work Program Form includes a Revenue and Expenditure section and must balance. Additional information regarding the completion of the form can be found later in this manual.

Work Program Cover Sheet

The work program cover sheet must be completed by state agencies and summarizes the revision as well as provides clear and concise information to support the request. When completing the work program cover sheet, remember your audience includes your budget analyst in the Budget Division, your fiscal analyst in the LCB, and possibly the IFC. Provide enough information to support your case and present it in an understandable manner. In order for your revision to be approved, your analysts must first be persuaded it is necessary. Below is a description of each section of the coversheet.

Budget Account's Primary Purpose, Function, and Statutory Authority

This section is automatically populated by the module from the Program Statement in NEBS

Purpose of the Work Program

Succinctly describe **what** you are requesting. Assume your audience is unfamiliar with the issues your work program request addresses. As you write this statement, you should address the following, if applicable:

- What is the agency need for the request?
- What is prompting the request?
- What is the public need for the request?
- What is the state policy (governor, legislature, etc.) concerning this issue, or a closely related one; and is this proposal consistent with such policy?
- What clientele is being served and who benefits?
- How will the proposal be coordinated with other activities or other agencies?
- What is the priority of this request versus other program activities in which the agency is involved?

Justification

A complete presentation will include a thorough statement of justification. As you write this statement, you may want to address the following concerns:

- What is currently being done by your agency or other agencies to address the issue and why are current efforts insufficient?
- What facts and figures support the recommendation?
- What statements or information from authorities and clients support the request?
- What support or opposition is there to the request?
- Are there legal considerations?
- Why wasn't this issue addressed during the legislative session?
- Will this proposal actually solve the problem?
- What is the impact on other state departments?
- How is this proposal consistent with the department's strategic plan? Be as specific as possible. At a minimum, identify the objectives this request will support.
- Is each component in the proposal absolutely essential or just desirable?
- What recent program changes have occurred causing the request?
- Are or can other non-state funding sources be made available?

Expected Benefits to be Realized

The work program should identify what goals or objectives are to be achieved and include a discussion or provide the criteria by which the success or benefits of the request can be judged. The discussion should also include any adverse impacts if this proposal is not approved. Be realistic in this assessment. This section should also include time frames and the effect on future biennia. As an example, if a proposal were to establish a pilot or new program, the request should include performance measures to evaluate the success of the program. That is, the proposal should set forth a plan including who will evaluate, how and when the evaluation will be conducted, and what will be measured.

A work program requesting a new project should also discuss the projected implementation time and effect, if any, on future biennia. Include a timetable for implementing the request, i.e., the timing of the necessary steps. Be certain to take into account factors that are beyond your control such as obtaining licenses or certifications. If the program requires multiple steps, determine if these are to be performed sequentially or simultaneously. What sort of delays might you reasonably expect to occur? What is the potential impact of those delays? Is there any way to avoid them and does this delay come at a cost?

Explanation of Projections and Documentation:

Include an explanation of the methodology used for attached projections and a brief explanation of supporting documentation.

Summary of Alternatives and Why Current Proposal is Preferred

There may be numerous alternatives, please provide at least one. A well-documented request provides alternatives and presents an analysis on why the selected recommendation best addresses the issue. The analysis should incorporate assumptions or constraints, impacts or benefits, quantifiable measures of effectiveness, risks, and uncertainties (probability of success). Some alternatives may not be viable, but should be included along with the reason the alternative is not viable.

Attachments

Supporting documentation, which is added under the Attachment tab, should include but is not limited to:

- spreadsheets with calculations which tie back to the work program,
- description for origins of amounts,
- a copy of the grant award, if applicable, (attached only the portion of the award which pertains to the work program), and
- any other documentation that would support the request.

Attach documents quantifying workload and cost information that is the basis for determining the level of activities that must be performed and the related number of full time equivalent (FTE) employees requested and the dollars requested. If the request involves a new program for which actual workload data are unavailable, the workload assumptions and the basis for those assumptions should be clearly set forth in the supporting documentation. Supporting documentation should include functional descriptions of what staff or other resources will accomplish if the work program is approved.

Common Pitfalls

Completing a work program request can be a tedious, complex process. Our best advice to you is to start early and strive to complete your request well before the deadline. As you work on the request, try to view the work program as objectively as possible. Common problems to avoid in requests include:

- Untimely submission
- Undefined problem, i.e., proposing a solution to an unspecified, un-quantified problem
- Lack of detail relating to actual needs
- Little or no quantification of needs or benefits
- Objectives are unachievable, of unreasonable dimension, or not feasible
- Expected results are too general
- Little or no discussion of viable, alternative solutions
- Insufficient documentation, workload, and cost justification
- Unsupportable and unreasonable assumptions
- Lack of overall planning or coordination
- No indication of priority for the request
- Calculation errors in supporting documentation

Failure to provide the required information may result in the delay or rejection of the submitted work program.

Professional Presentation

While the content of your work program should be your highest concern, presenting that information in a logical, readable fashion is very important. A poorly organized, illegible work program request, even if it is well documented, stands little chance of approval. Please follow the guidelines below as you prepare your request.

- Make sure all copies scanned and attached to your work program are of good quality.
- Check for crooked copies, scanned pages, highlighted areas on originals that blackout text on copies, illegible print, etc. Attachments must print to letter-sized documents (8½” x 11”).
- Use 10 point type or greater. Helvetica or Times fonts are preferable. Avoid small, illegible print.
- Spell out acronyms the first time they are used, i.e., Temporary Assistance to Needy Families (TANF).
- Calculations on backup documentation must tie to amounts on the work program.
- Organize supporting documentation. Make sure scans are placed in the same direction. For large work programs, an index, or table of contents can be helpful.
- Make sure all attachments are legible and understandable when printed.
- Make sure all attachments are formatted correctly so there are no partial or blank pages attached.
- Make sure only applicable tabs are included in attached excel workbooks. The module automatically prints **all** tabs in an excel workbook.

Introduction to the Work Program Module

Overview

The Nevada Executive Budget System (NEBS) work program module will automate the existing manual work program preparation and submittal process for work programs.

IFC Meeting Support

Some work programs will require Interim Finance Committee (IFC) approval and others won't depending on such things as the dollar amounts involved, the source of funding, cumulative changes that have been made to that program, and so on. Some of these 'triggers' can be identified by NEBS while others will require an analyst to assess the situation. In all cases, NEBS suggested course of action can be overridden by the user and the final yes or no decision as to whether a given work program requires IFC approval will be made by the budget analyst.

For those work programs that will be heard at an IFC meeting, the module provides a way to quickly review and manage their status for the meeting's agenda. Agendas and work program packets for any given IFC meeting recorded in NEBS can be easily printed with the click of a mouse.

Features

Some of the features in the module for building and managing work programs include:

- Word, Excel or PDF files may be attached to provide supporting documentation
- An active spelling check helps keep your text free of errors
- Drop-down menus for revenue GLs and object codes populate fields automatically
- You may customize the titles for revenue GLs and categories
- File maintenance forms may be attached to the work program request
- You can print the entire work program request or just the specific documents you need
- Prior work programs may be searched and referenced online
- The status of a work program may be reviewed at any time

Using the Work Program Module

Executive and Non-Executive Budgets

The module accommodates both executive and non-executive budget account work programs. At the beginning of each fiscal year, the Nevada Executive Budget System (NEBS) will be loaded with the legislatively approved budgets while non-executive budget accounts will be initiated with a balance forward work program. NEBS will automatically update the cumulative amounts for subsequent work programs.

Work Program Module Navigation

The NEBS main screen (below) is the first screen you will see after you have logged into NEBS. To access the work program module, simply click on the Work Program tab.

Welcome to NEBS
Nevada Executive Budget System

Home | NEBS | **Work Programs** | Reports | DataMart | Messages

» **Work Programs Task Page**

Personal To Do List

5 New Work Program transactions pending approval
Create New Work Program...

Jump to Work Program:

IFC Meetings

April 29, 2010 - Expeditious Action - 2 Work programs
April 29, 2010 - - 193 Work programs
June 15, 2010 - Next IFC - Actual Date TBD - 0 Work programs

Approval Level	Total	Age (Days)							Rejected	
		Avg	Min	Oldest	0-7	8-14	15-30	30+	By	To
Budget Account Approval	19	29.4	0	154	7	2	6	4	0	0
Division Approval	13	29.9	0	94	6	1	1	5	0	0
Department Approval	28	19.1	0	295	14	9	3	2	0	0
Budget Analyst Approval	5	18.8	1	42	3	0	0	2	0	0
Team Lead Approval	2	14.6	14	15	0	1	1	0	0	0
Overall	67	24.0	14	15	30	13	11	13	0	0

Recently Accessed Work Programs

- C17752 101/403/3158 - HCF&P - ADMINISTRATION
- C17750 101/403/3158 - HCF&P - ADMINISTRATION
- C17345 101/403/3158 - HCF&P - ADMINISTRATION
- C17380 101/403/3160 - HCF&P - INCREASED QUALITY OF NURSING CARE
- C17572 101/403/3158 - HCF&P - ADMINISTRATION

Personal to Do List

When you enter the work program screen in NEBS (**shown below**), your ‘to do’ list will show how many pending items require your action. Clicking on the link for pending items will show a list of those items. The list will also show any work programs you have entered that have been rejected. Click on the link to display the item and the message submitted by the reviewer who rejected it.

IFC Meetings

Clicking on one of the Interim Finance Committee (IFC) meeting dates in the list will take you to the View IFC Agenda page for that date.

Work Programs in Process

This area shows a summary view of items in your approval queue.

Transaction Status: Pending

Approval	User	Date	Status	Action
Data Entry	katkinso	12/18/2009 12:02 PM	Submitted	Reject to here
Budget Account Approval			Pending	Apply
Division Approval			Pending	

Work Program #: C17238
 Fiscal Year: 2011 Date: TBD - Set upon department subm
 Department: 44 DEPARTMENT OF CORRECTIONS Division/Agency: 440 DEPARTMENT OF CORRECTIO
 Budget Account: 3717 - NDOC - NORTHERN NEVADA CORRECTIONAL CENTER Fund: 101 GENERAL FUND
 Edit Category/Object Descriptions
 Type: Work Program Enable LCB Visibility:

Main Attachments IFC Approval

<input checked="" type="checkbox"/> Work Program Checklist (this page)		Print...
<input checked="" type="checkbox"/> Work Program Form	Click the link to view or print these pages.	View... Print...
<input checked="" type="checkbox"/> Cover Sheet		View... Print...
<input checked="" type="checkbox"/> Cumulative Sheet		Print...

Recently Accessed Work Programs

This is a list of the work programs you have most recently accessed. Each item in the list links to a detail page for that work program.

Work Programs Task Bar

Home NEBS Work Programs Reports DataMart Messages

Work Programs Task Page

Work Programs Task Bar

Inquiry
 List Work Programs
 List IFC Meetings
 View Workflow
 List Non-Executive Budget Accounts
 WP #

New Entry
 Create New Work Program 

Personal To Do List
 4 New Work Program transactions pending approval
 Create New Work Program... 

Jump to Work Program:

Work Programs in Process

The task bar (**above**) features links to key tasks within the Work Program Module including"

Inquiry - Allows you to list work programs, list IFC meetings, view workflow status, or go to a specific work program.

New Entry - Can be used to create a new work program.

My Profile - You may customize your user profile her and make the work program tab the default screen when you login into NEBS.

Creating a New Work Program

To create a new work program:

1. Either click the link in the 'to do' list on the work programs task page or click the link in the New Entry options in the work programs task bar. The Edit Work Program Checklist screen will be displayed.
2. Set the fiscal year. The default is the current year but you can choose a subsequent year from the drop-down menu.
3. Select a budget account using the drop-down menu (**below**). The department, agency, and fund information will be automatically populated when the budget account is selected.
4. Click the Save button (**below**). The main Edit Work Program Checklist page will be displayed.

The screenshot shows the 'Edit Work Program Checklist' form. The form is titled 'Edit Work Program Checklist' and has a 'Page' indicator on the right. The form contains the following fields and values:

- Type: Work Program
- Fiscal Year: 2010
- Budget Account: 3710 NDOC - DIRECTOR'S OFFICE
- Department: 44 DEPARTMENT OF CORRECTIONS
- Work Program #: AUTO
- Date: TBD - Set upon department submission
- Fund: 101 GENERAL FUND
- Division/Agency: 440 DEPARTMENT OF CORRECTIONS
- Enable LCB Visibility:

At the bottom of the form, there are two buttons: 'Save' and 'Cancel'. A red arrow points to the 'Save' button.

Workflow Management

To help manage the workflow of pending work programs, the module provides the 'Work Programs in Process' dashboard (**below**). The dashboard displays the queue of pending work programs and allows them to be managed based on the age of the documents at the various stages of approval. Use of the dashboard will help ensure that work programs do not get 'stuck' at some stage in the approval process. The dashboard will create summary reports of work program aging and provides the ability to 'drill down' to view the individual work programs. The workflow dashboard is particularly useful in obtaining an executive level view of the status of pending work programs.

Work Programs in Process											
Approval Level	Total	Age (Days)								Rejected	
		Avg	Min	Oldest	0-7	8-14	15-30	30+	By	To	
Division Approval	2	4.0	3	5	2	0	0	0	0	0	0
Budget Analyst Approval	41	11.2	4	13	9	32	0	0	0	0	0
Team Lead Approval	1	3.1	3	3	1	0	0	0	0	0	0
IFC Final Approval	28	4.4	3	6	28	0	0	0	0	0	0
Overall	72	8.2	4	3	40	32	0	0	0	0	0

In addition to the dashboard, the ‘Inquiry’ page offers the following ways to search and sort work programs (**below**):

- Show just those work programs that are pending
- Show only work programs that require IFC approval (or those that don’t)
- Filter by budget account, department, or division
- Summarize by approval level within a budget account, department, division, or a particular reviewer

The above filters can be combined to produce lists of work programs customized to your reporting needs.

Filter

Fiscal Year:

Department: Division:

Budget Account:

Status:

IFC Meeting Date:

Budget Analyst:

Work Program Number:

Type:

Containing Text:

Work Program Checklist

The checklist page (**below**) shows the items required for any given work program and provides the ability to attach files that will be included in the work program request.

Transaction Status: Pending

Approval	User	Date	Status	Action
Data Entry	katkinso	12/18/2009 12:02 PM	Submitted	Reject to here
Budget Account Approval			Pending	Apply
Division Approval			Pending	

Work Program #: C17238
 Fiscal Year: 2011 Date: TBD - Set upon department subm
 Department: 44 DEPARTMENT OF CORRECTIONS Division/Agency: 440 DEPARTMENT OF CORRECTIO
 Budget Account: 3717 - NDOC - NORTHERN NEVADA CORRECTIONAL CENTER Fund: 101 GENERAL FUND
 Edit Category/Object Descriptions
 Type: Work Program Enable LCB Visibility:

Main Attachments IFC Approval

<input checked="" type="checkbox"/> Work Program Checklist (this page)		Print...
<input checked="" type="checkbox"/> Work Program Form	Click the link to view or print these pages.	View... Print...
<input checked="" type="checkbox"/> Cover Sheet	View...	Print...
<input checked="" type="checkbox"/> Cumulative Sheet		Print...

[Modify](#) [Print](#) [Back](#)

Main Tab

In addition to the budget account, department, agency, fund, and fiscal year information that was defined when the work program was created, the 'main' tab of the checklist page shows the following:

Work program number - This is generated by the system. Although you can replace it with one of your choosing, it is preferred that you use the number provided by NEBS.

Type - This can be either 'Work Program' or 'Budget Amendment.' The 'Budget Amendment' choice is only available during the budget cycle.

The 'main' tab also offers the following reports:

- Work program checklist
- Work program form
- Cover sheet
- Cumulative sheet

Budget Account: 3717 NDOC - NORTHERN NEVADA CORRECTIONAL CENTER
 Edit Category/Object Descriptions Fund: 101 GENERAL FUND

Department: 44 DEPARTMENT OF CORRECTIONS Division/Agency: 440 DEPARTMENT OF CORRECTIONS

Enable LCB Visibility:

Main Attachments IFC Approval

<input checked="" type="checkbox"/> Financial/Budget Status Reports (Required) (3 attachments)	Edit...
<input type="checkbox"/> Budget Projections	Edit...
<input checked="" type="checkbox"/> Fund Map (Required) (1 attachment)	Edit...
<input type="checkbox"/> NPD 19/Organizational Chart	Edit...
<input type="checkbox"/> Quotes for Purchased Items	Edit...
<input type="checkbox"/> Spreadsheets/Supporting Calculations	Edit...
<input type="checkbox"/> Grant History/Reconciliation Form	Edit...
<input type="checkbox"/> Grant Awards for Current Year	Edit...
<input type="checkbox"/> Grant Budget	Edit...
<input type="checkbox"/> Summary of the grant program and purpose (if not included in the award document)	Edit...
<input type="checkbox"/> File Maintenance Request	Edit...
<input checked="" type="checkbox"/> Other Attachments (1 attachment)	Edit...

To include an attachment, click the Edit link that corresponds to the item you wish to attach.



Attachments Tab

The attachments tab (**above**) allows you to include the following types of documents with the work program:

- Financial and budget status reports
- Budget projections
- Fund maps
- NPD 19s and organizational charts
- Quotes for purchased items
- Spreadsheets and supporting calculations
- Grant history and reconciliation forms
- Grant awards for the current fiscal year
- Grant budget information
- A summary of the grant program and purpose (note a grant award is sufficient, you do not have to submit the grant proposal)
- File maintenance requests
- Other attachments necessary to help justify your request

To attach a file, click the 'edit' link for that type of file. When the View Work Program Attachments screen appears, click Add New Attachment and then click Browse to locate the file you wish to attach. Select the file and click Add. Label your attached file in the box titled, "Description of File."

IFC Approval Tab

The Budget Division uses the IFC Approval tab (**below**) to define IFC approval requirements for work programs. NEBS will indicate whether IFC approval might be required, but this can be overridden by the Budget Division. **(Requires DoIT Approval check box is not longer valid and will be taken off in the future).**

Requires DoIT Approval

This Work Program requires IFC approval because

IFC Approval Type: Standard

Includes new positions

\$75,000 or more cumulative for an expenditure category *75,000 exceeded for category 77 PREVENT CHRONIC DISEASE G*

Exceeds \$30,000 cumulative and is 10% or more cumulative for an expenditure category *30,000 and 10% exceeded for category 77 PREVENT C.*

Non-governmental grant or gift in excess of \$20,000

Involves the allocation of block grant funds and the agency is choosing to use the IFC meeting for the required public hearing per NRS 353.345

Other

Agenda Description

Addition of \$400,739 in Prevent Chronic Disease Grant funds and one health program specialist position to encourage participants to use preventive services and adopt healthy behaviors that can potentially improve outcomes and reduce utilization of acute health care services and subsequent costs. Requires Interim Finance approval since the amount added to the Prevent Chronic Disease Grant category exceeds \$75,000 and includes a new position.

This Work Program does NOT require IFC approval because

\$30,000 or less cumulative for each expenditure category

Less than \$75,000 cumulative and 10% cumulative for each expenditure category

\$5,000 or less for expenditure categories 02, 03, 05, & 30 and \$10,000 or less for any other expenditure categories

Implements general/highway fund salary adjustments approved by BOE

Places funds in Reserves, Reserve for Reversion, or Retained Earnings categories only

Non-executive budget

Other

Allow IFC agenda tracking

If any one of the following reasons is checked the work program will be flagged as requiring IFC approval. Only one 'primary' reason may be checked with the exception of 'Includes new positions' which can always be selected in addition to another reason.

- Includes new positions (attachment of an NPD-19 or an organizational chart will cause NEBS to automatically check this box)

- Exceeds \$75,000 cumulative for category (NEBS will display the current cumulative amount)
- Exceeds \$30,000 and 10% cumulative for category (NEBS will show the cumulative amount and percentage)
- Non-governmental grant or gift in excess of \$20,000
- Involves the allocation of block grant funds (this action requires a public hearing per NRS 353.345)
- Other (enter a description, i.e., a bill requires the work program to be presented to IFC)

If IFC approval is not required, this may be indicated by checking one of the following:

- Less than \$30,000 cumulative for the category (NEBS will show the current amount)
- Less than \$75,000 cumulative and 10% cumulative for the category
- Less than \$5,000 for categories 02, 03, 05, and 30 or less than \$10,000 for all other categories
- Implements general or highway fund salary adjustments approved by the Board of Examiners
- Places funds in reserve only
- Work Program is for a non-executive budget account
- Other (enter a description)

If any of these choices are checked, any boxes checked under the ‘requires IFC approval’ section will be cleared and the work program will be flagged as not requiring IFC approval.

Once you have initiated a work program, it will be saved as a draft until it is submitted or deleted.

Work Programs Task Page

Personal To Do List

104 New Work Program transactions pending approval

- C17299-3717 - Work Program draft transaction
- C16055-4703 - Work Program transaction was rejected

[Create New Work Program...](#)

Jump to Work Program:

IFC Meetings

- March 12, 2010 - sample ifc - 7 Work programs
- March 12, 2010 - sample ifc - 4 Work programs

Click the link and you will go to the view Work Program Checklist page.

Home | NEBS | Work Programs | Reports | DataMart | Messages

View Work Program Checklist

Transaction Status: Pending

Approval	User	Date	Status	Action
Data Entry	dbec2	05/06/2010 03:43 PM	Submitted	Reject to here
Budget Account Approval			Pending	Apply
Division Approval			Pending	

Work Program #: C18024
 Fiscal Year: 2010 Date: TBD - Set upon department submission
 Department: 44 DEPARTMENT OF CORRECTIONS Division/Agency: 440 DEPARTMENT OF CORRECTIONS
 Budget Account: 3710 - NDOC - DIRECTOR'S OFFICE Fund: 101 GENERAL FUND
Edit Category/Object Descriptions
 Type: Work Program Enable LCB Visibility:

Main | Attachments | IFC Approval

<input checked="" type="checkbox"/> Work Program Checklist (this page)		Print...
<input checked="" type="checkbox"/> Work Program Form	View...	Print...
<input checked="" type="checkbox"/> Cover Sheet	View...	Print...
<input checked="" type="checkbox"/> Cumulative Sheet		Print...

Note: A red box highlights the text "Click the links to view or print these pages" with an arrow pointing to the "View..." links in the table above.

Work Program Form

The financial details and associated comments for a work program are entered on the Work Program Form page. Data managed on this page appears in the work program request and work program description reports. The following tools are available:

Revenue Grid

The revenue grid or **Funds Available** grid (**below**) shows the current authority for the budget account associated with the work program. You can adjust the amounts as needed, but all amounts that represent increases or decreases to the total expenditures must balance to the corresponding increases or decreases in the expenditures grid.

Expenditures Grid

The expenditures grid shows the current expenditures by category for the budget account associated with the work program. As with the revenue grid, you may adjust these amounts but any increases or decreases to the total expenditures must balance with corresponding increases or decreases in the revenue grid. You will be required to select the appropriate object code within each category.

Funds Available						
GL: <input type="text"/>  						
GL	Description	Current	Pending	Work Program	Total	
All other GL lines		24,377,347	0		24,377,347	
Totals (*includes all GLs in this account)		24,377,347	0		0	24,377,347

Expenditures							
Catg: <input type="text"/> GL: <input type="text"/>  							
Category	Description	GL	Description	Current	Pending	Work Program	Total
All other Categories				24,377,347	0		24,377,347
Totals (*includes all Categories in this account)				24,377,347	0		0 24,377,347

Complete the appropriate section(s). NEBS will warn you if you are out of balance.

Purpose and impact of change

This field populates with the description entered on the Cover Sheet under the Purpose of Work Program section. Any revisions must be made within the Cover Sheet section will be completed by the requesting agency and can be seen by anyone who views the work program when entering information into the Cover Sheet blocks. See additional information below.

Analyst's comments

This field is for Budget Division use and can only be seen by selected Budget Division staff.

Cover Sheet and Transmittal Memo

Additional details about a work program are shown here. Some items can be inferred from existing NEBS data while others must be entered by the user requesting the work program.

Work Program #: C17299	Date: TBD - Set upon submission
Fiscal Year: 2011	Division/Agency: 440 DEPARTMENT OF CORRECTIONS
Department: 44 DEPARTMENT OF CORRECTIONS	Fund: 101 GENERAL FUND
Budget Account: 3717 NDOC - NORTHERN NEVADA CORRECTIONAL CENTER	
Type: Work Program	

Budget Account's Primary Purpose, Function and Statutory Authority:
This text displays on the Work Program Form as well as the checklist

The Northern Nevada Correctional Center (NNCC) is a medium security institution, located east of the Stewart Complex in Carson City. In 2007, the facility expanded via a modular unit which houses 240 inmates. NNCC receives and evaluates all male inmates sentenced to the Department of Corrections by the courts in Northern Nevada. The center provides inmate industries in metal fabrication, office furnishings, manufacturing, and upholstery. Vinyl Products, a private enterprise, also manufactures mattresses and other products at the institution. The center also

Purpose of Work Program:
This text displays on the Work Program Form as well as the checklist

Justification:

Expected Benefits to be Realized:
(Sample Instruction Text: Include specific examples with measurable benefits)

Header data - This is boilerplate text specific to the department, division, and budget account. The header includes the department name, budget account name, work program number, and the fiscal year.

Date - The work program date will be the date when the final agency approval is given and will be populated by NEBS.

Budget Account's Primary Purpose, Function, and Statutory Authority - This field will be automatically drawn from the program statement already stored in NEBS for each budget account and cannot be edited in the work program module.

Purpose of Work Program - Accurately and concisely describe why the work program is being requested and what it will accomplish. This action statement will print on the work program form.

Justification - Use this field to describe why the work program should be approved. What are its practical effects on your budget and on the state as a whole? Again, be concise and be able to support any claims you make.

Expected Benefits to be Realized - Provide a list of the benefits you expect approval of the work program will provide to the state. Also include a description of the potential impact of not approving the work program. You should be able to support your claims and provide copies of any references mentioned.

Explanation of Projections and Documentation - Include support for any projections used in your request here. You may wish to reference by name any attachments included with the work program that provide this documentation.

New Positions - If you are requesting a work program that includes new positions, please check this box.

Summary of Alternatives and Why Current Proposal is Preferred - Summarize the alternatives to this work program and describe why the approach your work program takes was chosen.

Edits and Validations for the Submittal of the Work Program Request

NEBS will attempt as best as possible to validate the information you enter about your work program. When NEBS detects the following problems, you will be unable to submit your work program:

* ***Negative dollar amounts*** - individual GL and category amounts may not be adjusted below zero.

* ***Revenue and expenditure amounts are out of balance*** - total increases and decreases entered as part of the revenue and expenditure grids must balance.

* ***Missing required components*** - A work program may not be submitted without the following entries or attachments on the checklist page:

- Checklist
- Work program form and cumulative sheet
- Transmittal memo
- Financial and budget status reports
- Fund map

Other issues NEBS detects will relate to total amounts of categories, sources of funding, and other characteristics of the work program.

These may not be actual errors and will not prevent you from submitting the work program, but will appear on a checklist page for your reference.

Workflow in the Work Program Module

Approval Process

The Nevada Executive Budget System (NEBS) Work Program Module supports a multi-step approval workflow process, whereby, a work program can be ‘routed’ to the users who are required to review and approve or reject it. As a work program moves through the approval process, its status may change. A

work program can be approved, modified, or rejected at each stage in the process. When the final approval for a work program is applied, it will be marked with ‘approved’ status. When a work program has been rejected, it will be marked as ‘rejected’ and the work program will no longer be shown in the pending amounts for the budget account. While a work program is still awaiting final approval it will be marked as ‘pending’ and will be included in pending amounts for the budget account. Any approved or pending work program automatically populates on the cumulative sheet.

Security Roles

The security function for the Work Program Module is similar to the security function roles for individual NEBS users. These roles have been expanded to accommodate the particular security needs for each agency’s organizational structure for administering the work program process.

Individual User and Approval Roles

There are four approval roles for the Work Program Module. Only the work program department approver role is required for every agency. The other roles are optional and may be added to accommodate the approval process for your agency if needed. Users will only have access to the specific budget accounts identified in their Work Program Module security profile.

Work Program Data Entry Users

This is an optional role. Users at this level can enter and modify draft work programs. Once the work program has been submitted to a higher level approver, data entry users may not make any additional changes to the work program unless it is rejected back to this level or the user ‘recalls’ the work program.

Work Program Agency Budget Account Approver Users

This is an optional role. These users can perform data entry functions, apply agency budget account level approval, and submit the work program to the next level. Once the work program has been submitted to a higher level, budget account level users may not make changes unless the work program is rejected back to this level or the user recalls the work program.

Work Program Division Approver User

This is an optional role. These users can perform data entry functions and can apply the division level approval to the work program. Once a work program has been submitted to the department level, a division level reviewer may not make additional changes unless the work program is rejected to this level or the user recalls the work program.

Work Program Department Approver User

This role is required at each agency. Once the work program has been submitted to the Budget Division, the department level user may not make further changes unless the work program is rejected back to this level or the user recalls the work program.

Synopsis of Agency Security Roles

Depending on your approval process, your agency may require two, three, or even all four approval levels. Typically, smaller agencies will require fewer levels than larger agencies. You are encouraged to discuss these options with your assigned budget analyst. Once the individual roles are determined, you must complete the individual confidentiality agreement security forms for the work program module and

they must be signed by the appointing authority. The completed forms can be mailed or faxed to the Budget Division.

Below is the link to the Work Program Module security access form under the NEBS section:
<http://budget.nv.gov/Documents/Forms/>

Budget Division Approvals

Once a work program has passed through the agency approvals it will enter the Budget Division workflow. Budget Division roles are restricted to applicable Budget Division staff.

Synopsis of Budget Division Security Roles

User Level	Can approve work programs for assigned budget accounts	Can approve work programs for all budget accounts	Can approve work programs for inclusion on an IFC agenda	Can provide final approval for a work program after IFC approval
Team Lead	✓	✓		
Budget Analyst	✓			
IFC Agenda			✓	
IFC Final				✓

Legislative Counsel Bureau Access

Legislative Counsel Bureau (LCB) staff can view any work program once it has been transmitted from the Budget Division and added to an Interim Finance Committee agenda. In some instances it may be desirable to give LCB staff access to work programs before they are finalized by the Budget Division and sent to LCB. For this reason, each work program has an 'Enable LCB Visibility' checkbox. Checking the box allows LCB users to view the work program while it is still in the review stage.

Approvals and Rejections

Transaction Status: Pending				
Approval	User	Date	Status	Action
Data Entry	dbretche	10/01/2009 11:50 AM	Submitted	Reject to here
Budget Account Approval	bfarris	10/01/2009 05:38 PM	Applied	Reject to here
Division Approval	dreed	10/18/2009 01:26 PM	Applied	Reject to here

At each stage in the approval process, a work program may either be approved or rejected through the use of the approval grid. When a reviewer views a work program that is pending approval, the grid appears at the top of the screen. The action column of the grid (above) shows what actions you can

perform. Simply click on the links in the action column to perform that action. If you have already approved a work program, or if you do not have the authority to give your approval, there will be no link available in the action column.

Approvals

At any stage in the process, when a reviewer approves a work program the following occur:

- The reviewer's user ID and a time stamp are added to the approval log.
- The reviewer will no longer be able to edit the work program.
- The work program moves on to the next reviewer unless this was the final step, in which case the work program is marked as approved.
- Work programs that now require your review will appear in your 'to do' list.

If you are reviewing a work program that requires correction to one or more items, you may either reject the entire work program or you may edit it.

Rejections

If you want one of the prior reviewers or the user who entered the work program to make a change, reject the work program. Selecting one of the 'reject to here...' levels in the approval grid removes all approvals down to and including the selected level. The work program will again appear on the users to do list. The users at this level may make the change or reject the work program to a lower level if appropriate. If the user chooses to reject the work program to a lower level, the original rejection note will disappear. In this case, the user may want to copy the original rejection note and reattach it or e-mail it to the lower level.

Editing

Instead of rejecting a work program that requires corrections, a reviewer may elect to edit it by clicking the modify button. As long as a reviewer's status still shows as 'pending' they may edit and make changes to a work program that is in the process of being approved.

Submit Work Program Request to Next Approval Level

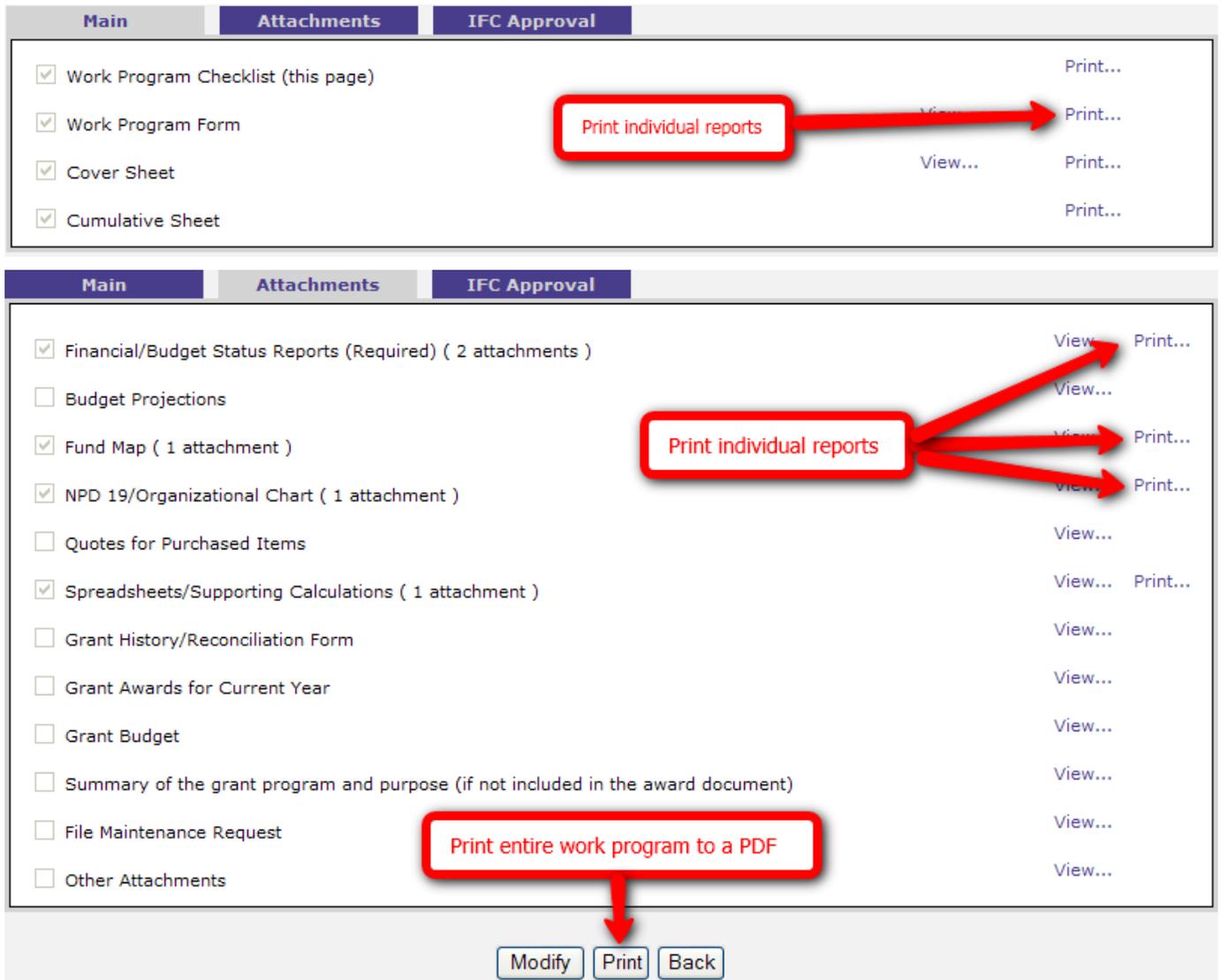
Once the work program request is completed and ready to submit to the next approval level, navigate to the Edit Work Program Checklist screen and click the Submit button. If NEBS finds an error when it validates the work program, the submission will fail and you will receive an error message.

If you successfully submit a work program to the next approval level, it will be removed as a draft from your personal 'to do' list and appear on the next approval level's 'to do' list as pending approval. Once the work program moves to the next approval level you will only have read-only access to it unless it is rejected back to you or you retrieve it prior to the next level's approval.

Reporting in the Work Program Module

Printing and Viewing Reports

You can print individual reports by clicking print on the Main tab and then clicking the print button next to the item you wish to print as shown below.



To print the entire work program request to a PDF, click the print button at the bottom of the View Work Program Checklist screen. A file download window will appear. Click the open button to view the various components of the work program request.

The work program forms will appear and print in the following order:

- Work Program Form
- Work Program Checklist
- Cover Sheet
- Cumulative Sheet(s)
- Attachments

Transaction Status: Pending

Approval	User	Date	Status	Action
Data Entry	katkinso	12/18/2009 12:02 PM	Submitted	Reject to here
Budget Account Approval			Pending	Apply
Division Approval			Pending	

Work Program #: C17238

Fiscal Year: 2011 Date: TBD - Set upon department submission

Department: 44 DEPARTMENT OF CORRECTIONS Division/Agency: 440 DEPARTMENT OF CORRECTIONS

Budget Account: 3717 - NDOC - NORTHERN NEVADA CORRECTIONAL CENTER
[Edit Category/Object Descriptions](#) Fund: 101 GENERAL FUND

Type: Work Program Enable LCB Visibility:

Main **Attachments** **IFC Approval**

<input checked="" type="checkbox"/> Work Program Checklist (this page)		Print...
<input checked="" type="checkbox"/> Work Program Form	View...	Print...
<input checked="" type="checkbox"/> Cover Sheet	View...	Print...
<input checked="" type="checkbox"/> Cumulative Sheet		Print...

Modify Print Back

File Download

Do you want to open or save this file?

 Name: WPC17238.pdf
 Type: Adobe Acrobat Document
 From: **nebstst.state.nv.us**

Open Save Cancel

 While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

**Department of Administration
Work Program Packet Checklist**

- ✓ Work program form
- ✓ Work program packet checklist
- ✓ Cumulative modification worksheet
- ✓ Cover Page detailing the reasons for the revision, benefits to the division, department and state and consequences if not approved
- ✓ Financial/Budget Status Reports (current)
- Budget projections with corresponding detail
- ✓ Fund map reflecting amounts before and after the revision
- NPD 19 (If requesting new position) **include copy of current organizational chart w/proposed change**
- Quotes for the purchase of unbudgeted items (i.e., equipment, computers, etc.)
- ✓ Spreadsheets/detailed calculations supporting request

WORK PROGRAM REVISIONS INVOLVING GRANTS MUST ALSO INCLUDE

- Grant history/reconciliation form for grants
- Copies of all grant awards for the current year listed on the grant reconciliation form
- Copy of grant budget - If applicable
- Summary of the grant program and purpose if not included in the grant award document

IFC determination evaluation (reason work program does or does not require IFC approval indicated with an X)

Requires IFC approval because

- | | |
|---|--|
| <input type="checkbox"/> \$75,000 or more cumulative for an expenditure category | <input type="checkbox"/> Exceeds \$30,000 cumulative and is 10% or more cumulative for an expenditure category |
| <input type="checkbox"/> Involves the allocation of block grant funds and the agency is choosing to use the IFC meeting for the required public hearing per NRS 353.345 | <input type="checkbox"/> Non-governmental grant or gift in excess of \$20,000 |
| <input type="checkbox"/> Includes new positions | ✓ Other: 45-day work program submitted June 22, 2011. 45-day clock expires August 06, 2011. |

Does not require IFC approval because

- | | |
|--|--|
| <input type="checkbox"/> \$30,000 or less cumulative for each expenditure category | <input type="checkbox"/> Places funds in Reserves, Reserve for Reversion, or Retained Earnings categories only |
| <input type="checkbox"/> Less than \$75,000 cumulative and 10% cumulative for each expenditure category | <input type="checkbox"/> Non-executive budget |
| <input type="checkbox"/> \$5,000 or less for expenditure categories 02, 03, 05, & 30 and \$10,000 or less for any other expenditure categories | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Implements general/highway fund salary adjustments approved by the BOE | Approved by:
Date: |

**STATE OF NEVADA
DEPT OF MOTOR VEHICLES**

**Budget Account 4722 - DMV - MOTOR VEHICLE POLLUTION CONTROL
Work Program C21065
Fiscal Year 2012**

Submitted June 20, 2011

Budget Account's Primary Purpose, Function and Statutory Authority

The Compliance Enforcement Division, through budget account 4722, is responsible for ensuring compliance with Nevada's laws and regulations (Chapter 445B of the Nevada Revised Statutes and Nevada Administrative Code) as they relate to the vehicle emission standards in Clark and Washoe Counties. The division implements and enforces the on-road vehicle emissions portion of the state's Air Quality Program. The division carries out its role by providing training and certification of applicants seeking employment as Emission Inspectors; conducting audits and inspections at licensed emission stations; investigating potential program evaders; and applying appropriate sanctions against program violators. Additionally, the division cooperates with the various planning agencies (state and local) involved in the Air Quality Program to evaluate air quality standards and identify strategies to improve them; participates in the Advisory Committee on the control of emissions from motor vehicles; and conducts periodic public information programs regarding motor vehicle emissions. Statutory Authority: NRS Chapter 445B, 481.0475, 481.0477, 481.0481, 482.461, and 482.465.

Purpose of Work Program

This work program requests to transfer authority from CAT 86 - Reserve to CAT 25 - City/County Air Quality for distribution of Excess Reserve to County Governments.

Justification

This work program requests to transfer \$1,150,000 in authority from CAT 86 - Reserve to CAT 25 - City/County Air Quality. This amount reflects the total excess reserve funds requested by Washoe County, Air Quality Management Division and the Clark County Department of Air Quality and Environmental Management.

Expected Benefits to be Realized

Approval of this request will allow the counties to work on issues proposed in the work plans submitted for Air Quality.

Explanation of Projections and Documentation

Documentation includes: Emission Control projection spreadsheet, declining balance, fund map, and NRS 445B.830. The Department anticipates an increase in the FY12 Leg. Approved Balance Forward for this account as part of fiscal year closing.

New Positions: No

Summary of Alternatives and Why Current Proposal is Preferred

If this work program is not approved, the Department will be unable to distribute excess reserve funding to Clark and Washoe Counties.

STATE OF NEVADA WORK PROGRAM
DEPARTMENT OF MOTOR VEHICLES
DEPT OF MOTOR VEHICLES
DMV - MOTOR VEHICLE POLLUTION CONTROL
B/A 4722 SFY12

G.L.#	REVENUES Description	Original or Legislatively Approved Work Program	APPROVED				
			FIRST	SECOND	THIRD	FOURTH	FIFTH
			Work Program				
			WP # C21580	WP # C21065	WP # C21816	WP # C22115	WP # C22559
2511	BALANCE FORWARD FROM PREVIOUS YEAR	1,759,008				561,929	
3601	LICENSES AND FEES	55,687					
3750	POLLUTION CONTROL FEES	9,682,412					
4203	PRIOR YEAR REFUNDS	0			3,095		
4252	EXCESS PROPERTY SALES	0					
	Total Revenues	10,897,197	0.00	0.00	3,095	561,929	0.00
EXPENDITURES							
Cat	Description						
01	PERSONNEL	2,524,971					
02	OUT-OF-STATE TRAVEL	1,747					
03	IN-STATE TRAVEL	2,382					
04	OPERATING EXPENSES	199,898					
06	LAND & BUILDING IMPROVEMENTS	0	72,720				
12	ENFORCEMENT PROGRAM	12,438					
14	TRANSFERS-INTRA AGENCY COST ALLOC	50,958					
15	STAFF PHYSICALS	9,892					
18	SMOKING VEHICLE AD CAMPAIGN	125,182					
20	AIR POLLUTION TO STATE AGENCY	3,177,100					
25	CITY/COUNTY AIR QUALITY	1,513,735		1,150,000			
26	INFORMATION SERVICES	63,592					
29	UNIFORMS	7,050					
30	TRAINING	6,102					
37	EMISSIONS - VID	104,266					65,000
59	UTILITIES	4,562					
81	NHP DISPATCH STATEWIDE COST ALLOCATION	6,563					
82	INTRA AGENCY COST ALLOCATION	437,758					
83	NDOT 800 MHZ RADIOS STATEWIDE COST ALLOCATION	3,850					
86	RESERVE	2,635,077	-72,720	-1,150,000	3,095	561,929	-65,000
87	PURCHASING ASSESSMENT	946					
88	STATE COST ALLOCATION	9,128					
	Total Expenditures	10,897,197	0.00	0.00	3,095	561,929	0.00

6/16/2011, 12:54 PM

DEPARTMENT OF MOTOR VEHICLES
 POLLUTION CONTROL
 BIA 161-4722
 SUMMARY
 FISCAL YEAR 2012

CAT	CAT Title	Authority	Expended 05/25/11	Pending	Projected	Remaining	WP C21005 Excess Grant	WP	WP	B/F to New FY
01	Personnel	\$ 2,524,971.00	\$ -	\$ -	\$ -	\$ 2,524,971.00				\$ 2,524,971.00
02	Out-of State Travel	\$ 1,747.00	\$ -	\$ -	\$ -	\$ 1,747.00				\$ 1,747.00
03	In-State Travel	\$ 2,382.00	\$ -	\$ -	\$ -	\$ 2,382.00				\$ 2,382.00
04	Operating	\$ 199,898.00	\$ -	\$ -	\$ 136,404.00	\$ 63,494.00				\$ 63,494.00
05	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -
12	Enforcement Program	\$ 12,438.00	\$ -	\$ -	\$ -	\$ 12,438.00				\$ 12,438.00
14	Trans Intra-Agency Cost Alloc	\$ 50,958.00	\$ -	\$ -	\$ -	\$ 50,958.00				\$ 50,958.00
15	Staff Physicals	\$ 9,892.00	\$ -	\$ -	\$ 9,892.00	\$ -				\$ -
18	Smoking Vehicle AD Campaign	\$ 125,182.00	\$ -	\$ -	\$ 125,182.00	\$ -				\$ -
20	Air Pollution to State Agency	\$ 3,177,100.00	\$ -	\$ -	\$ 2,000,000.00	\$ 1,177,100.00				\$ 1,177,100.00
25	City / County Air Quality	\$ 1,513,735.00	\$ -	\$ -	\$ 1,513,735.00	\$ -	\$ 1,150,000.00			\$ 1,150,000.00
26	Information Services	\$ 63,592.00	\$ -	\$ -	\$ 16,090.00	\$ 47,502.00				\$ 47,502.00
29	Uniforms	\$ 7,050.00	\$ -	\$ -	\$ -	\$ 7,050.00				\$ 7,050.00
30	Training	\$ 6,102.00	\$ -	\$ -	\$ -	\$ 6,102.00				\$ 6,102.00
37	Emissions VID	\$ 104,266.00	\$ -	\$ -	\$ 104,266.00	\$ -				\$ -
59	Utility Expenses	\$ 4,562.00	\$ -	\$ -	\$ -	\$ 4,562.00				\$ 4,562.00
81	Inter-Agency Cost Allocation	\$ 6,563.00	\$ -	\$ -	\$ 6,563.00	\$ -				\$ -
82	Intra-Agency Cost Allocation	\$ 437,758.00	\$ -	\$ -	\$ 437,758.00	\$ -				\$ -
83	Cost Allocation NDOT 800 MHz Radic	\$ 3,850.00	\$ -	\$ -	\$ 3,850.00	\$ -				\$ -
86	Reserve	\$ 2,635,077.00	\$ -	\$ -	\$ -	\$ 2,635,077.00	\$ (1,150,000.00)			\$ 1,485,077.00
87	Purchasing Assessment	\$ 946.00	\$ -	\$ -	\$ 946.00	\$ -				\$ -
88	State Cost Recovery Plan	\$ 9,128.00	\$ -	\$ -	\$ 9,128.00	\$ -				\$ -
		\$ 10,897,197.00	\$ -	\$ -	\$ 4,363,814.00	\$ 6,533,383.00	\$ -	\$ -	\$ -	\$ 6,533,383.00

DEPARTMENT OF MOTOR VEHICLES
MOTOR VEHICLE POLLUTION CONTROL
Governor Recommends Budget
SFY12 - FUNDING MAP
BIA 101-4722

Revenues		Pollution Control Fees	VID Project	Total SFY12	WP C21065	WP	Revised Total SFY12
					Excess Grant		
2511	B/F from Previous Year	\$1,654,832	\$104,266	\$1,759,098			\$1,759,098
3601	Licenses and Fees	\$55,687		\$55,687			\$55,687
3756	Pollution Control Fees	\$9,082,412		\$9,082,412			\$9,082,412
4203	Prior YR Refunds	\$0		\$0			\$0
4232	Cost Allocation C	\$0		\$0			\$0
4252	Excess Property Sales	\$0		\$0			\$0
4254	Miscellaneous Revenue	\$0		\$0			\$0
		\$10,792,931	\$104,266	\$10,897,197	\$0	\$0	\$10,897,197
Expenditures							
01	Personnel Services	\$2,524,971		\$2,524,971			\$2,524,971
02	Out of State Travel	\$1,747		\$1,747			\$1,747
03	In State Travel	\$2,382		\$2,382			\$2,382
04	Operating	\$199,898		\$199,898			\$199,898
05	Equipment	\$0		\$0			\$0
12	Enforcement Investigation	\$12,438		\$12,438			\$12,438
14	Interbudgetary Transfers	\$50,958		\$50,958			\$50,958
15	Staff Physicals	\$9,892		\$9,892			\$9,892
18	Smoking Vehicle Ad Campaign	\$125,182		\$125,182			\$125,182
20	Air Pollution	\$3,177,100		\$3,177,100			\$3,177,100
25	City/County Air Quality	\$1,513,735		\$1,513,735	\$1,159,000		\$2,663,735
26	Information Services	\$63,592		\$63,592			\$63,592
29	Uniforms	\$7,050		\$7,050			\$7,050
30	Training	\$6,102		\$6,102			\$6,102
37	Emissions VID	\$0	\$104,266	\$104,266			\$104,266
59	Utilities	\$4,562		\$4,562			\$4,562
81	Inter-Agency Cost Allocation	\$6,563		\$6,563			\$6,563
82	Intra Agency Cost Allocation	\$437,758		\$437,758			\$437,758
83	Cost Allocation NDOT 800 Mhz Radios	\$3,850		\$3,850			\$3,850
86	Reserve - Balance Forward	\$2,635,077	\$0	\$2,635,077	(\$1,159,000)		\$1,485,077
87	Purchasing Assessment	\$946		\$946			\$946
88	State Cost Plan Recovery	\$9,128		\$9,128			\$9,128
		\$10,792,931	\$104,266	\$10,897,197	\$0	\$0	\$10,897,197
		00	00	00	00	00	00

EMISSION CONTROL PROGRAM PROJECTIONS
BUDGET ACCOUNT 101-4722
6/17/11 - Leg. App.
Projected Excess Grants

REVENUE	ACTUAL FY09	ACTUAL FY10	Projected FY11*	LEG. APP. FY12***	LEG. APP. FY13***
BAL FORWARD	\$2,430,297	\$1,252,396	\$2,043,669	\$2,191,522	\$1,917,501
ADJUST FOR PRIOR YEAR APPROPRIATION					
POLLUTION CONTROL FEES	\$8,732,844	\$8,968,316	\$9,089,479	\$9,082,412	\$9,082,412
LICENSE / FEES	\$47,785	\$46,949	\$58,201	\$55,687	\$55,687
REVERSIONS					
EXCESS PROPERTY SALES	\$3,666	\$9,600	\$2,710		
PRIOR YEAR REFUNDS			\$3,504		
MISCELLANEOUS REVENUE	\$141	\$0			
COST ALLOCATION REIMBURSEMENT C					
	\$11,214,733	\$10,277,261	\$11,197,553	\$11,329,621	\$11,055,600

*FY11 Projected Revenue based on projections as of 6/15/11
**FY11 FYTD thru 5/13/11 + projected
***FY12 - FY13 Leg Approved

EXPENDITURES

CAT DESCRIPTION	ACTUAL FY09	ACTUAL FY10	PROJECTED FY11**	LEG APP FY12***	LEG APP FY13***
CAT 01 PERSONNEL	\$2,537,131	\$2,390,708	\$2,551,136	\$2,524,971	\$2,582,162
CAT 02 OUT-OF STATE TRAVEL	\$0	\$1,747	\$3,458	\$1,747	\$1,747
CAT 03 IN-STATE TRAVEL	\$3,777	\$2,382	\$1,090	\$2,382	\$8,591
CAT 04 OPERATING	\$271,816	\$256,094	\$225,786	\$199,898	\$192,797
CAT 05 EQUIPMENT	\$137,550	\$106,188	\$0	\$0	\$5,416
CAT 12 ENFORCEMENT PROGRAM	\$12,710	\$12,526	\$12,438	\$12,438	\$12,438
CAT 14 INTERBUDGETARY TRANSFERS	\$107,767	\$92,553	\$92,873	\$50,958	\$51,587
CAT 15 STAFF PHYSICALS	\$6,923	\$4,355	\$4,500	\$9,892	\$9,892
CAT 18 SMOKING VEHICLE AD CAMPAIGN	\$0	\$116,877	\$125,188	\$125,182	\$125,182
CAT 20 AIR POLLUTION	\$3,077,887	\$3,185,365	\$3,185,818	\$3,177,100	\$3,177,100
CAT 25 CITY/COUNTY AIR - DEDICATED GRANT	\$1,465,474	\$1,484,719	\$1,514,013	\$1,513,735	\$1,513,735
CITY/COUNTY AIR - EXCESS GRANTS	\$770,046	\$0	\$704,270	\$1,150,000	\$0
CITY/COUNTY AIR - FUTURE EXCESS GRANTS			\$0	\$0	\$0
CAT 26 INFORMATION SERVICES	\$29,908	\$24,918	\$38,389	\$63,592	\$37,745
CAT 27 CITY/COUNTY AIR - EXCESS FUNDS	\$0	\$0	\$0	\$0	\$0
CAT 29 UNIFORMS & SPEC ITEMS	\$2,808	\$6,304	\$2,638	\$7,050	\$6,450
CAT 30 TRAINING	\$8,891	\$6,102	\$8,811	\$8,102	\$8,102
CAT 37 EMISSIONS VID	\$211,346	\$104,419	\$107,889	\$104,266	\$105,470
CAT 59 UTILITIES	\$4,207	\$4,562	\$4,181	\$4,562	\$4,562
CAT 81 INTER-AGENCY COST ALLOCATION	\$4,270	\$7,853	\$7,853	\$8,583	\$8,583
CAT 82 DEPT. COST ALLOCATION	\$308,312	\$402,421	\$403,658	\$437,758	\$449,212
CAT 83 COST ALLOCATION FOR NDOT 800 MHZ RADIOS		\$3,950	\$3,950	\$3,850	\$3,850
CAT 84 COST ALLOCATION FOR NDOT 800 MHZ	\$3,845	\$0	\$0	\$0	\$0
CAT 86 RESERVE	\$1,252,396	\$2,043,669	\$2,191,522	\$1,917,501	\$2,764,926
CAT 87 PURCHASING ASSESSMENT	\$609	\$655	\$631	\$946	\$946
CAT 88 STATE COST ALLOCATION	\$5,581	\$8,904	\$8,904	\$9,128	\$9,128
CAT 94 AB1 - 25th SPECIAL SESSION	\$1,000,000	\$0	\$0	\$0	\$0
	\$11,214,733	\$10,277,261	\$11,197,553	\$11,329,621	\$11,055,600
	\$0	\$0	\$0	\$0	\$0

NRS 445B.830 Fees to be paid to Department of Motor Vehicles; Pollution Control Account; expenditure of money in Account; quarterly distributions to local governments; annual reports by local governments; grants; creation and duties of advisory committee; submission and approval of proposed grants.

1. In areas of the State where and when a program is commenced pursuant to NRS 445B.770 to 445B.815, inclusive, the following fees must be paid to the Department of Motor Vehicles and accounted for in the Pollution Control Account, which is hereby created in the State General Fund:

(a) For the issuance and annual renewal of a license for an authorized inspection station, authorized maintenance station, authorized station or fleet station..... \$25

(b) For each set of 25 forms certifying emission control compliance..... 150

(c) For each form issued to a fleet station..... 6

2. Except as otherwise provided in subsections 6, 7 and 8, and after deduction of the amounts distributed pursuant to subsection 4, money in the Pollution Control Account may, pursuant to legislative appropriation or with the approval of the Interim Finance Committee, be expended by the following agencies in the following order of priority:

(a) The Department of Motor Vehicles to carry out the provisions of NRS 445B.770 to 445B.845, inclusive.

(b) The State Department of Conservation and Natural Resources to carry out the provisions of this chapter.

(c) The State Department of Agriculture to carry out the provisions of NRS 590.010 to 590.150, inclusive.

(d) Local governmental agencies in nonattainment or maintenance areas for an air pollutant for which air quality criteria have been issued pursuant to 42 U.S.C. § 7408, for programs related to the improvement of the quality of the air.

(e) The Tahoe Regional Planning Agency to carry out the provisions of NRS 277.200 with respect to the preservation and improvement of air quality in the Lake Tahoe Basin.

3. The Department of Motor Vehicles may prescribe by regulation routine fees for inspection at the prevailing shop labor rate, including, without limitation, maximum charges for those fees, and for the posting of those fees in a conspicuous place at an authorized inspection station or authorized station.

4. The Department of Motor Vehicles shall make quarterly distributions of money in the Pollution Control Account to local governmental agencies in nonattainment or maintenance areas for an air pollutant for which air quality criteria have been issued pursuant to 42 U.S.C. § 7408. The distributions of money made to agencies in a county pursuant to this subsection must be made from an amount of money in the Pollution Control Account that is equal to one-sixth of the amount received for each form issued in the county pursuant to subsection 1.

5. Each local governmental agency that receives money pursuant to subsection 4 shall, not later than 45 days after the end of the fiscal year in which the money is received, submit to the Director of the Legislative Counsel Bureau for transmittal to the Interim Finance Committee a report on the use of the money received.

6. The Department of Motor Vehicles shall by regulation establish a program to award grants of money in the Pollution Control Account to local governmental agencies in nonattainment or maintenance areas for an air pollutant for which air quality criteria have been issued pursuant to 42 U.S.C. § 7408, for programs related to the improvement of the quality of the air. The grants to agencies in a county pursuant to this subsection must be made from any excess money in the Pollution Control Account. As used in this subsection, "excess money" means the money in excess of \$1,000,000 remaining in the Pollution Control Account at the end of the fiscal year, after deduction of the amounts distributed pursuant to subsection 4 and any disbursements made from the Account pursuant to subsection 2.

7. Any regulations adopted pursuant to subsection 6 must provide for the creation of an advisory committee consisting of representatives of state and local agencies involved in the control of emissions from motor vehicles. The committee shall:

(a) Review applications for grants and make recommendations for their approval, rejection or modification;

(b) Establish goals and objectives for the program for control of emissions from motor vehicles;

(c) Identify areas where funding should be made available; and

(d) Review and make recommendations concerning regulations adopted pursuant to subsection 6 or NRS 445B.770.

8. Grants proposed pursuant to subsections 6 and 7 must be submitted to the appropriate deputy director of the Department of Motor Vehicles and the Administrator of the Division of Environmental Protection of the State Department of Conservation and Natural Resources. Proposed grants approved by the appropriate deputy director and the Administrator must not be awarded until approved by the Interim Finance Committee.

(Added to NRS by 1973, 1704; A 1975, 315; 1977, 923; 1979, 109; 1981, 1059; 1985, 1995; 1989, 957; 1991, 1356, 1770, 2020; 1993, 596, 2859; 1997, 3079; 1999, 2723, 2724, 3593; 2001, 195, 2622, 2681; 2003, 180, 2555; 2005, 896)



MEMORANDUM

From
Troy Dillard
Deputy Director
Directors Office
Phone (775) 684-4490
Fax (775) 684-4692
tdillard@dmv.nv.gov

June 15, 2011

To: Deborah Cook, Chief
Administrative Services Division

Subject: Clark County Grant Application for Fiscal Year 2012

Please arrange for your staff to prepare a Work Program package for the upcoming Interim Finance Committee meeting. The Work Program package is in regards to the Clark County Grant request for \$920,000. This funding will be provided through reserve funds from the Pollution Control Account, Budget #4722.

The Advisory Committee on the Control of Emissions from Motor Vehicles approved this request from Clark County at their April 5, 2011 meeting. Ms. Colleen Cripps, Administrator for the Nevada Division of Environmental Protection has also provided her written support for the Clark County grant request.

Thank you for your assistance.



Troy Dillard, Deputy Director
Department of Motor Vehicles

4722 # C21065



STATE OF NEVADA
Department of Conservation & Natural Resources
DIVISION OF ENVIRONMENTAL PROTECTION

Brian Sandoval, Governor
Leo M. Drazdoff, P.E., Director
Colleen Cripps, Ph.D., Administrator

April 18, 2011

Mr. Troy Dillard, Deputy Director
Nevada Department of Motor Vehicles
555 Wright Way
Carson City NV 89711-0900

Dear Mr. Dillard:

I have reviewed the funding requests made by the Washoe County District Health Department, Air Quality Management Division and the Clark County Department of Air Quality and Environmental Management for excess reserve funds from the Air Pollution Control Account. The total amount of funding requested for FY2012 by Washoe County is \$386,368, and FY2012 funding requested by Clark County is \$1,545,470. The funding will be used for programs related to the improvement of the quality of the air. I concur with the recommendation of the Advisory Committee on the Control of Emissions from Motor Vehicles made on April 5, 2011 for approval of these requests. These approvals are made in accordance with NRS 445B.830.

Please notify myself, or Mr. Greg Remer of my staff, when these grants will be heard before the Interim Finance Committee. If you have any questions, please contact Mr. Remer at 687-9359.

Sincerely,

Colleen Cripps, Ph.D.
Administrator

cc: Greg Remer, NDEP



4722 2021065

DAQEM

DEPARTMENT OF AIR QUALITY & ENVIRONMENTAL MANAGEMENT

500 S Grand Central Parkway 1st Floor • Box 555210 • Las Vegas, NV 89155-5210
(702) 455-5942 • Fax (702) 383-9994

Lewis Wolfenmeyer Director • Tina Gingros Assistant Director

April 13, 2011

Troy Dillard, Deputy Director
Department of Motor Vehicles
555 Wright Way
Carson City, NV 89711

FILE COPY

Re: Pollution Control Account Grant Funds

Dear Deputy Director Dillard:

The Advisory Committee on the Control of Emissions from Motor Vehicles met on April 5, 2011. At this meeting, the committee reviewed grant applications for excess funds in the Pollution Control Account that were submitted by the Clark County Department of Air Quality and Environmental Management and the Washoe County District Health Department, Air Quality Management Division. The applications were submitted per Nevada Administrative Code (NAC) 445B.861, and in response to the Department of Motor Vehicles letter, dated March 3, 2011, Re: Emissions Control Reserve Funding (copy enclosed).

The committee took action in accordance with NAC 445B.863 to review the applications, and all committee members present voted to recommend that the applications be approved as submitted.

As chairman of the committee, and as prescribed by NAC 445B.865.1, I am hereby transmitting to you the committee's approval recommendation of the grant applications for your consideration and action per NAC 445B.865.3-5.

The grant request from the Clark County Department of Air Quality and Environmental Management is for the amount of \$1,545,470. The grant request from the Washoe County District Health Department, Air Quality Management Division is for the amount of \$386,368. Copies of the grant applications for both Clark and Washoe Counties accompany this letter.

Please feel free to contact me at (702) 455-1660 if there are any questions regarding the grant applications.

Respectfully,

Dennis Ransel, Chairman
Advisory Committee on the Control of Emissions from Motor Vehicles

BOARD OF COUNTY COMMISSIONERS
Susan Brager, Chair • Steve Sisolek, Vice-Chairman
Larry Brown • Tom Collins • Chris Giunchigliani
Mary Beth Scow • Lawrence Weekly
Don Burnette, County Manager

Cumulative Modification Worksheet

This report lists only a single percent change column for the total of all work program changes. It draws from the legislatively approved budget as well as any previous work programs that affect the current budget. Only the current work program and prior approved and pending work programs will be shown on the cumulative sheet. The order of the work programs printed in the columns labeled 'First,' 'Second,' 'Third,' etc., will be based upon the following rules:

STATE OF NEVADA WORK PROGRAM
DEPARTMENT OF CORRECTIONS
NDOC - NORTHERN NEVADA CORRECTIONAL CENTER
B/A 3717 SFY11

G.L.#	REVENUES	Original or Legislatively Approved Work Program	PENDING		-----CUMULATIVE-----		Total Amount
			FIRST	Work Program Change	Dollar Change	Percent Change	
	Description		WP # C17238				
2501	APPROPRIATION CONTROL	23,921,258		0	0.0%	23,921,258	
3828	EMPLOYEE SERVICES	11,249		0	0.0%	11,249	
3829	ROOM, BOARD, TRANSP CHARGE	163,004		0	0.0%	163,004	
3833	LAUNDRY SERVICE	661		0	0.0%	661	
4020	BAKERY SALES	49,104		0	0.0%	49,104	
4041	POWER SALES	100,000		0	0.0%	100,000	
4351	REIMBURSEMENT FOR UTILITIES	132,071		0	0.0%	132,071	
Total Revenues		24,377,347	0.00	0	0.0%	24,377,347	
EXPENDITURES							
Cat	Description						
01	PERSONNEL	19,658,919		0	0.0%	19,658,919	
04	OPERATING EXPENSES	1,867,065	-566,280	-566,280	-30.3%	1,300,785	
07	MAINT OF BLDGS & GRNDS	106,621		0	0.0%	106,621	
09	MAINTENANCE CONTRACTS	74,668		0	0.0%	74,668	
10	BLOOD SPILL KITS-CUSTODY	468		0	0.0%	468	
26	INFORMATION SERVICES	31,689		0	0.0%	31,689	
29	AGENCY ISSUE UNIFORM	19,204		0	0.0%	19,204	
50	INMATE DRIVENS	1,837,562		0	0.0%	1,837,562	
59	UTILITIES	770,964	566,280	566,280	73.5%	1,337,244	
87	PURCHASING ASSESSMENT	10,187		0	0.0%	10,187	
Total Expenditures		24,377,347	0.00	0	0.0%	24,377,347	

Approved work programs will be listed first in the order of approval.

- Listed next will be work programs transmitted to the Interim Finance Committee based on the order of transmittal (sequence number assigned).
- Following these will be work programs submitted to the Budget Division in the order that they were approved at the agency level (approval date and time).
- Work programs that have not reached the step in the workflow process that defines a date will not be shown.