

STATE OF NEVADA

*Governor's Finance Office
Budget Division*



Budget Building Manual

2017—2019 Biennium



Prepared by the
STATE OF NEVADA
Governor's Finance Office
Budget Division

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Strategic Planning and Activity Measures

This section discusses the importance of strategic planning in developing your budget and how items in your budget should tie to goals in your plan. While it is beneficial to have a strategic plan, it is not required. This section also discusses measurements in general and in the budget in particular.

Strategic Plan

A strategic plan is an organized, documented method of determining what an agency hopes to accomplish and how it will accomplish it. A strategic plan looks forward, indicating to management and staff what the agency's focus will be for the next three to five years or more.

A strategic plan is a management and communication tool. First, it's a means for management and line staff to discuss what the agency's goals should be for the upcoming biennium, to share ideas, and learn the perspectives of coworkers. Second, it lets staff know where the agency is headed over the next few years and the role they will play in moving the agency forward.

A strategic plan is the foundation of the agency's budget request. During the goal-setting phase of strategic planning, the agency will come up with several strategies to use to work toward the agency's mission and goals. Some of those strategies may have costs or savings associated with them in terms of personnel, travel, supplies, and equipment. These costs should be detailed in the appropriate decision unit within the agency's budget request.

Performance Measures

Performance Measurements help an agency decide how well it is achieving its goals. It is not a substitute for program evaluation.

Performance measurements provide justification for an agency's budget request by detailing the expected results of an activity and the corresponding fiscal impact. Management should be prepared to show how an increase or decrease in funding for a specific decision unit would impact the agency's performance measures. For instance, "We are requesting enough funds to reach 80% of our clients. If our funds are cut by 10%, then we can only reach 72% of our clients." Additionally, if you can demonstrate that the strategies your agency is using to meet its mission are ineffective, as borne out by your performance measurements, it may provide enough justification to make some changes to your agency's activities (and budget).

[NRS 353.205](#) section 1(b) states, **Part 2** [of the Executive Budget] **must include a mission statement and measurement indicators for each program.** Performance measures are included at the agency activity level. If performance measures are warranted, you should identify and define relevant and quantifiable performance measurements.

Statewide Strategic Plan and Strategic Priorities

The Agency Request budget must tie to the agency's mission statement and performance measures.

Each agency budget request should follow its department's strategic plan, if a current one exists, as the basis of the budget structure.

Every request must relate to one of Governor's strategic priorities. Agencies budgeting for an enhancement decision unit must select the strategic priority that the decision unit will help the state achieve.

Components of a Strategic Plan

There are several components of a well-written strategic plan. Each component is briefly defined below.

Vision Statement

The vision statement is a brief, bold, broad statement of the agency's ideal future. It states how Nevada will be better as a result of an agency's work. In other words, will traffic fatalities drop to zero? Will illiteracy disappear?

Mission Statement

The mission statement is a declaration of what the agency does, for whom, and why it's important. Mission statements should rarely change, as they define an agency's core purpose. Mission statements can be short and sweet, explaining only the big picture of the agency's purpose and clientele. Or they can be over-arching, including all groups and their tasks. Short mission statements are

easier to remember. Keep in mind that the strategic plan is a communication tool. The easier it is for staff to understand the mission, the more likely they are to help the agency achieve it.

External / Internal Assessment

Some agencies choose to include an external/internal assessment with their strategic plans. Whether or not it is included with the final plan isn't as important as actually doing the assessment. The external/internal assessment takes a look at things happening outside the agency (external) that will impact it, such as pending legislation, other funding sources, public perception, etc., and determines whether or not these things will be an opportunity or a threat. Then the agency repeats the process, only this time looking inside its walls (internal). What does the agency do well? What are its weaknesses? These questions help identify areas the agency can address and improve on in the strategic plan.

Philosophy Statement

An agency's philosophy statement defines its core beliefs and values as it goes about achieving its mission. Does the agency value its employees and their contributions? Does it value teamwork, honesty, and integrity? Will it treat customers fairly and in a timely manner? Will staff act professionally? The philosophy statement can be a single sentence to a longer paragraph.

Goals

A goal is a broad statement of what the agency hopes to accomplish over the next several years. Each goal must support the mission, and often the goals come from the external/internal assessment. Other times they come from employee or customer opinion surveys. A goal does not generally have any numbers or dates. It should start with a verb. For example: reduce, increase, provide, promote, develop, improve, etc.

Strategies

Strategies are the "how" part of a strategic plan. Strategies detail the steps an agency will take to achieve each goal. There may be many strategies per goal or only a few. It is here that the agency can get creative in planning how to achieve each goal and also where information can be found to support the agency's budget request. For example, if a goal is to be user-friendly to the public, then a strategy might be to move more documents to the agency's website. However, if your agency's computer system is outdated, this goal and strategy might provide justification for you to

request a new computer system as an budget enhancement decision unit. Similarly, if a goal is to do more public outreach, a strategy might be to reclassify an existing position or request a new position to be a public information officer. Again, this decision would be reflected in your budget request in an enhancement decision unit.

Objectives

Objectives specify how much of a particular goal you want to achieve and when you want to achieve it. As with strategies, there could be several objectives per goal or only one or two. Objectives should be SMART:

- **Specific**
- **Measurable**
- **Achievable**
- **Realistic**
- **Time-specific**

Examples of SMART objectives are:

- Reduce the workload per staff person by 10% by December 31 two years from now.
- Increase the number of clients served by 5% by June 30 of next year.
- Achieve an "excellent" rating by 80% of our clients by January 15 of next year.

Performance Measures

One benefit of SMART objectives is that they lead easily to performance measures, which are included at the activity level in Agency Request. In our examples above, the performance measurements would be:

- **Percent reduction in workload per staff member.** Did the agency hit its target of 10% reduction? Was it 7%? 5%? Did the workload per person increase?
- **Percent increase in clients.** Did the agency hit its target of 5%? Was it only 3%? Did they exceed the 5%?
- **Percent of clients rating services excellent.** What percentage rated the agency as excellent? Was it 80% (the target)? Was it only 50%? Was it better than expected at 85%?

If the agency has been successful in hitting its target (objective), then there is likely no need to revise the strategies for each goal. However, if the agency missed its objective, there could be some room to improve its strategies for the particular goal the agency is working toward.

Types of Performance Measures

There are several types of performance measures, which are described briefly below. The Budget Division and the Legislature review agency measures to get a sense of how the agency is operating. They use the measurements as supporting documentation to approve your budget request or to make changes. Both will recommend outcome performance measures that demonstrate the impact the agency is having on Nevada. A mix of measure types can help tell an activity's story.

1. Outcome - measures the result (impact) of your efforts

Examples:

- Percent of clients employed six months after completing job-training program
- Percent of 3rd graders reading at grade level

2. Efficiency - ratio of outputs or outcomes produced to inputs used

Examples:

- Cost per client served
- Number of customers served per employee
- Number of cases managed per employee

3. Efficiency (timeliness) - how quickly a service is provided

Examples:

- Average wait time for service
- Number of applications processed per hour

4. Quality - measures customers' opinions of the services provided or goods produced

Examples:

- Average score on customer satisfaction survey
- Percent of public approving of service
- Number of complaint letters or phone calls

Other Types of Measures

1. Population – number of people or entities an activity might potentially serve

Examples:

- Number of Nevada children aged 5 - 18
- Number of businesses in Nevada with employees
- Number of Nevadans eligible for Medicaid

2. Workload - number of people or things the activity serves or funds (some are output measures)

Examples:

- Number of K-12 students whose education is supported with state funds
- Number of businesses paying unemployment insurance taxes
- Number of Medicaid enrollees

3. Input - measures the resources going into making a product or providing a service (generally for agency internal use, not for the budget)

Examples:

- Amount of money spent on the product/service
- Number of employees devoted to the product/service
- Equipment dedicated to the product/service
- Amount of raw materials dedicated to the product/service

Include measures that are unique to the activity, not generic measures like number of state agencies, even if your activity does affect state government as a whole.

Note: only a few activities have a legislatively approved caseload, while many activities have a quantifiable workload; both measures of work can appear in the population/workload tab.

Creating Missions and Measures: The Purpose Tool

The following tool can help draft a mission statement, a description statement for an activity, and measures:

The purpose of the _____ (agency or activity) is to provide/produce _____ (service/good) to _____ (whom) so that they can/in order to _____ (planned benefit).

After filling in the blanks and a bit of wordsmithing, this can be a mission statement at the agency level, or a description in the budget for an activity.

In addition in the purpose tool above, the "service/good" provided or produced is an output, which might be used as a workload measure in the activity population/workload section. The "whom" blank might be completed with a population or workload, and the "planned benefit" is an outcome.

Measures in the Budget

Performance measures such as outcome, efficiency, efficiency-timeliness and quality measures should be in the activity budget performance measure section. Population and workload measures should be in the activity budget population/workload section. Include data on at least the previous four years when available.

Changing Measures in the Budget

Follow NRS [353.205 1\(b\)\(3\)](#):

- If you add a new measure, say why
- If you change a measure, say why, and provide data for the measure as it was before, and as it is after the change, for the first year of the current biennium (Actual).
- If you delete a measure, say why, and provide data for the first year of the current biennium (Actual).

Documenting the Measures

For each measure, attach documentation in NEBS, including the actual source(s) of the data and the procedure for exactly how the measure is computed. Documentation should be complete and detailed enough that anyone could recreate that measure's values exactly as they appear in the Executive Budget.

Business Plan

If your agency is adding a new program with a cost exceeding \$1 million, or expanding an existing program at a cost of over \$1 million or an amount exceeding 50% of the existing program cost (whichever is less), you must include a business plan with your Agency Request budget submission.

Introduction

[SAM 2516](#) requires submittal of a business plan with the Agency Request budget due on or before September 1st when seeking:¹

1. An authorized expenditure or appropriation for a new program or existing program expansion if the cost exceeds \$1,000,000 (if the cost is \$1,000,000 or less no plan is required).
2. An authorized expenditure or appropriation for an existing program that is proposed for enhancement by more than \$1,000,000 or 50 percent of the current program level, whichever is less.

A copy of each business plan prepared, along with a copy of each agency's proposed budget, must be submitted to the Legislature and the Budget Division on or before September 1st. If the business plan is changed in the Governor recommends budget, the agency must revise the plans to reflect the changes. A copy of the revised plan must be submitted to the Budget Division and the Legislature at the same time the Governor's budget is provided to the Legislature.

A sample business plan is provided in the **Business Plans** appendix.

Business Plan Contents

I. Cover Page

Include the following:

- Department
- Division
- Budget account number
- Budget Account title
- Date prepared
- Name of person submitting the program
- Program title

II. Table of Contents

III. Type of Plan

Indicate all that apply:

- New program
- Enhancement of existing program

Reference all enhancement decision units and any BDR numbers or NRS that may apply.

IV. General Description of the Plan

Provide a general overview of the proposed plan, including:

- An organizational chart (current and proposed)
- A summary of projected funds for the current and next two biennia to include a breakout between General Fund and non-General Fund

V. Agency Mission and Goals

Provide:

- A statement of the agency's mission
- The current goals applicable to the agency or specific budget account
- An explanation of how the proposed new or expanded program ties to these goals as well as the Governor's strategic plan

VI. Assessment

Briefly describe current services provided and for whom and explain why this proposal is necessary or desirable. The assessment should include an analysis of the benefits that can be expected from this program. The benefit(s) should be described in quantitative terms whenever possible. When benefits cannot be described in quantitative terms, include qualitative data to support the proposal.

VII. Detailed Business Plan

The detailed business plan should:

- A. Explain how the plan fits into the Governor's strategic priorities, core function objectives and stretch goals.
- B. Explain how the proposal will be implemented. Include data defining the areas of the state or

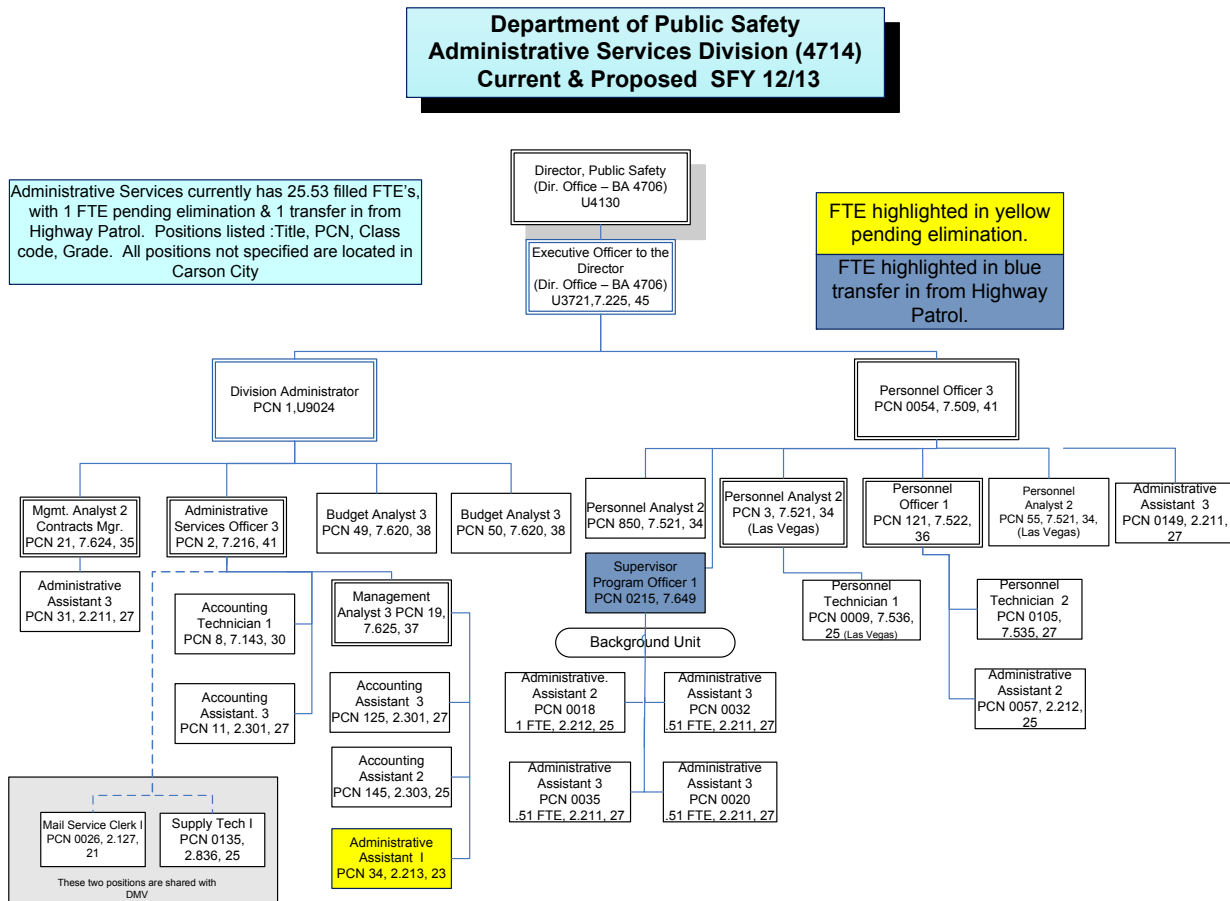
¹ Highway construction and public works projects are exempt.

- populations to be served (i.e., rural, urban, north, south, low income, etc.). If resources or services will be shared with other agencies or entities, describe the shared resources or services and how they will be shared.
- C. Include a timeline for plan implementation.
 - D. Project customer volume, caseload and other measurements used to evaluate the demand for the proposal.
 - E. Assess financials:²
 - i. Funding sources
 - a. If the proposal is to be supported by fees, supply a proposed fee structure and cash flow analysis.
 - b. If the proposal is to be federally funded, provide the Catalog of Federal Domestic Assistance (CFDA) number and grant description including match requirements, federal funding history and future grant allocations. Provide Federal Funds Information for States (FFIS) data, as well as any other federal, public or private entity data available, that will support the requested proposal. Include the calculation and assumption used to develop the mix of federal and state resources if not specifically outlined in the budget document.
 - c. If the program requires General Fund support for start-up, provide a cash flow analysis phasing in other revenue sources.
 - ii. Staffing requirements and associated operating costs
 - a. If additional staff are not required, describe the impact on existing staff and programs.
 - b. If new staff are required, describe the need for each position and estimate costs including operating and travel.
 - iii. Capital considerations (may require cooperation with State Public Works Division). Building, construction, and remodeling. Describe all proposed projects in detail and include cost estimates.
 - a. Capital equipment: list all equipment needed and estimate cost.
 - c. Equipment: list all items needed and estimate costs.
 - iv. Major purchases
 - a. Lease agreements.
 - b. Contractual services.
 - v. Information technology and telecommunications requirements (requires cooperation with EITS).
 - a. Include timelines for the ordering and receipt of equipment, software, consulting services, contract development and training.
 - b. If the proposal lends itself to sharing information between other agencies/entities, include timelines for interface development.
 - vi. Training requirements
 - F. Analyze the proposal's impact on existing services provided by the state or other agencies or entities.
 - G. Assess the proposal's financial impact on future biennia.
 - i. Provide projections for the following two biennia and estimate the increase in base funding levels.
 - ii. Determine in which year the maximum cost for the proposal will be realized and provide an estimate of the maximum cost.
 - H. Include performance indicators to measure outcomes and determine the effectiveness of the proposal.
 - I. Provide a plan addressing actions to be taken should performance expectations and/or funding requirements not be met. The plan should address the most significant risk factors associated with the program. The risks to be addressed include factors that will significantly impact the project.

² The costs in this section must tie to the detailed budget document. If calculations of costs are not shown in this section, they must be shown in the detailed budget document.

Organizational Charts

An organizational chart is a portrayal of the personnel structure and reporting relationships within an organization. An example is shown below. It is important all positions are included. If an agency has many specific position classifications, the agency may be able to group them by position title for ease of display. For example, if the agency has 35 Correctional Officer positions and each has the same direct report, rather than listing each position individually, the agency may group the positions under one heading. The agency's preferences and organizational structure will determine if this is a viable option. For agencies submitting requests for personnel changes (transfers, eliminations, reclassifications, etc), both a current organizational chart and one that includes the requested changes should be included in the Agency Request submittal. For additional examples, refer to the "Organizational Chart Examples" appendix. An organizational chart must be submitted with the Agency Request budget to the Budget Division and to the LCB Fiscal Analysis Division on or before the September 1 deadline. Note: Use Position control numbers and titles, not names of incumbents.



Supplemental Appropriations

A supplemental appropriation is a request by an agency for additional General Fund or Highway Fund appropriations to cover unforeseen or unanticipated expenditures. Supplemental appropriations occur in the fiscal year that the Legislature is in session (the odd year of the biennium) and are acted upon by the full Legislature.

Statutory/Administrative Authority

[NRS 353.235](#). The General Appropriation Act provides government departments or programs General Fund or Highway Fund revenues. Agencies that receive appropriations from this act have two options should their legislatively approved appropriation fail to cover unforeseen expenditures and result in a budgetary shortfall:

For shortfalls that occur during the even fiscal year of the biennium

Request an appropriation from the Interim Finance Committee (IFC) Contingency Fund, a special revenue fund provided by direct legislative appropriation pursuant to [NRS 353.266](#). These requests are recommended by the BOE (pursuant to [NRS 353.268](#)) and are acted upon by the IFC that administers the fund.

For shortfalls that occur in the odd fiscal year of the biennium

The year the Legislature is in session, include a supplemental appropriation in the Agency Request submittal. This is similar to a request for funding from the contingency fund except the full Legislature acts upon these requests through a bill.

Prior to requesting a supplemental appropriation, your agency must consider all other options and demonstrate there is no funding in the existing budget to cover the unforeseen expenses. Contact your Budget Division analyst as soon as you anticipate a need for a supplemental appropriation in order to explore all these options. Also, the Appropriations Act authorizes the transfer of funds between appropriated agencies within a department to cover a shortfall as a result of salary or payroll costs up to the amount set aside for vacancy savings. Such requests are recommended by the Governor and are acted upon by the IFC.

Application

If your agency qualifies for a supplemental appropriation and will experience a budgetary shortfall during the fiscal year for which the Legislature is in session (the odd year of the biennium), you can request a supplemental appropriation to cover the shortfall as part of your Agency Request. This request would cover the odd fiscal year shortfall. In some cases, a request for a supplemental appropriation could cover a prior fiscal year shortfall not pursued through the contingency fund.

To request a supplemental appropriation, you must build an E-877 (supplemental appropriations) decision unit in the Agency Request of the budget account that will experience the shortfall. Fully explain, justify, and document the funding request and include detailed cost projections. To meet this requirement, the decision unit must include:

1. A synopsis of the request
2. Detailed, well substantiated, written justification that explains the need and the adverse consequences should the request not be approved
3. Detailed spreadsheets with calculations, and other documents that demonstrate a need, your agency has exhausted all resources within its budget, and your agency has no other options
4. Detailed expenditures at the line item level that includes amounts associated with the projected supplemental need using the appropriate object codes

All amounts associated with the request must be entered in the first year of the biennium. The source of revenue to fund the supplemental appropriation request is General Fund or Highway Fund appropriation, whichever applies to your agency.

Note that some agencies receive funding from other sources, such as the federal government, in addition to an appropriation. *In cases where a multi-funded agency is requesting a supplemental appropriation, the agency should build the other funding source into the decision unit in addition to the portion to be paid by the appropriation.*

Budget Account: 4321 SAMPLE AGENCY REQUEST BUDGET
 Version: AOO AGENCY REQUEST BUDGET AS SUBMITTED
 Decision Unit: E877 SUPPLEMENTAL APPROPRIATIONS

Additional Text

Dec Unit Synopsis (Prints in Executive Budget Book) 1
 This request funds an unanticipated increase in operating and information services expenditures.

Justification: 2
 During the fiscal year, the agency acquired additional office space at its Reno location. The suite adjacent to the office the agency houses became available. The agency was storing files in its conference room and in hallways, which rendered the agency out of compliance with OSHA

Save Save and Return Cancel

Attachments: 3
 BA4321 supplemental appropriation.xlsx View Attachment

The following illustrates a request for a supplemental appropriation made by an agency to fund unforeseen operating and information services expenditures that could not be covered by their appropriation. The agency built an E-877 decision unit in the budget account in NEBS including:

1. A synopsis
2. Detailed justification
3. Attachments at the decision unit level
4. A description of the amounts associated with the request by line item to support the need as shown on the next page

Above is an example of the required written justification. The agency explained what necessary unforeseen expenditures transpired to cause them to exceed their appropriation. Justification to support the need should be inserted in NEBS as illustrated above. The complete written justification that fully explains the request continues:

"...OSHA standards. The additional space was acquired to allow staff adequate space pursuant to Buildings and Grounds' square footage per position standards and to allow the agency enough space to store files adequately and provide for a conference room to hold confidential meetings. The agency anticipated paying for the increase through savings in its information services category; however, the

	A	B	C	D	E
1	BUDGET ACCOUNT SUMMARY				
2	Catg	Description	Budget	Projected Actual	Balance
3	00-2501	APPROPRIATION CONTROL	753,073	772,600	-19,527
4					
5	01	PERSONNEL SERVICES	616,459	616,458	1
6	03	IN-STATE TRAVEL	724	700	24
7	04	OPERATING	35,586	43,845	-8,259
8	26	INFORMATION SERVICES	17,820	29,225	-11,405
9	30	TRAINING	2,463	2,351	112
10	87	PURCHASING ASSESSMENT	3,862	3,862	0
11	88	STATEWIDE COST ALLOCATION PLAN	73,749	73,749	0
12	89	AG COST ALLOCATION PLAN	2,410	2,410	0
13			753,073	772,600	-19,527

16 OPERATING SHORTFALL					
17	Object Code and Description		Budget	Projected Actual	Difference
18	7020	OPERATING SUPPLIES	873	800	73
19	7040	OUTSIDE PRINTING CHARGES	400	450	-50
20	7050	EMPLOYEE BOND INSURANCE	25	25	0
21	7051	AGENCY OWNED - PROP & CONT INS	30	30	0
22	7054	AG TORT CLAIM ASSESSMENT	300	300	0
23	705A	NON B&G - PROP. & CONT. INSURANCE	25	25	0
24	7060	CONTRACTS	4,700	4,325	375
25	7090	EQUIPMENT REPAIR	500	366	134
26	7110	NON-STATE OWNED OFFICE RENT: Suite A 1,500 Square Feet @ \$1.210 per sq. ft.	21,780	21,780	0
27		NON-STATE OWNED OFFICE RENT: Suite B 575 Square Feet @ \$1.210 per sq. ft.	0	8,349	-8,349
28	7255	B & G LEASE ASSESSMENT	1,089	1,506	-417
29	7280	OUTSIDE POSTAGE	1,000	800	200
30	7290	PHONE, FAX, COMMUNICATION LINE	780	950	-170
31	7300	DUES AND REGISTRATIONS	500	400	100
32	7370	PUBLICATIONS AND PERIODICALS	300	389	-89
33	7460	EQUIPMENT PURCHASES < \$1,000	784	600	184
34	7980	OPERATING LEASE PAYMENTS	2,500	2,750	-250
35			35,586	43,845	-8,259

38 INFORMATION SERVICES SHORTFALL					
39	Object Code and Description		Budget	Projected Actual	Difference
40	7020	OPERATING SUPPLIES	500	610	-110
41	7073	SOFTWARE LICENSE/MNT CONTRACTS	1,000	890	110
42		MSA PROGRAMMING CHARGES: Annual maintenance costs 10 hours @ \$82/hour	820	820	0
43	7211	MSA PROGRAMMING CHARGES: Unanticipated repairs to database 61.89 hours @ \$95/hour	0	5,880	-5,880
44	7290	PHONE, FAX, COMMUNICATION LINE	500	459	41
45	7556	EITS ASSESSMENT	1,500	1,500	0
46	7512	EITS PC/LAN TECHNICIAN	2,000	1,980	20
47	7533	EITS EMAIL SERVICES	500	489	11
48	7542	EITS SILVERNET ACCESS	3,000	3,000	0
49	7771	COMPUTER SOFTWARE <\$5,000-A	2,000	1,999	1
50	8371	COMPUTER HARDWARE <\$5,000-A Replacement server due to unanticipated crash of existing server.	0	5,525	-5,525
51	8371	COMPUTER HARDWARE <\$5,000-A	6,000	6,073	-73
52			17,820	29,225	-11,405

agency's database experienced a failure during the fiscal year that resulted in significant unbudgeted programming costs and the replacement of a server. The agency is requesting a supplemental appropriation to cover the increases in expenditures to adequately close the fiscal year."

The previous spreadsheets demonstrate the legislatively approved budget of the overall budget account and of the specific categories for which there will be a shortfall due to the circumstances described in the justification above. These should be inserted in NEBS as evidence for the request.

Budget Account Line Items												
Budget Account: 1234 EXAMPLE OF AN AGENCY REQUEST BUDGET												
Version: A00 AGENCY REQUEST AS SUBMITTED												
Summary	Line Items	Schedules	Positions	Fund Mapping	Acct. Maint.							
Decision Unit Filter: E877 SUPPLEMENTAL APPROPRIATIONS												
<input type="button" value="Save"/> <input type="button" value="Save and Return"/> <input type="button" value="Cancel"/> <input type="button" value="Edit Actual/WP"/>												
Delete	DU	Catg	GL	Description	Actual	Work Pgm	Year 1	Change	Year 2	Change	Schedule	
	1											
	<input type="checkbox"/>	E877	00	2501	APPROPRIATION CONTROL	0	0	19,810	0	0	0	- None -
	<input type="checkbox"/>	E877	04	705A	NON B&G - PROP. & CONT. INSURANCE	0	0	14		0		BUILDING RENT NON-BUILDING
	<input type="checkbox"/>	E877	04	7110	NON-STATE OWNED OFFICE RENT	0	0	8,349		0		BUILDING RENT NON-BUILDING
	<input type="checkbox"/>	E877	04	7255	B & G LEASE ASSESSMENT	0	0	42		0		BUILDING RENT NON-BUILDING
	<input type="checkbox"/>	E877	26	7211	MSA PROGRAMMER CHARGES	0	0	5,880		0		VENDOR SERVICES
	<input type="checkbox"/>	E877	26	8371	COMPUTER HARDWARE <\$5,000 - A	0	0	5,525		0		EQUIPMENT
Total Revenue					0	0	19,810		0			
Total Expenditures					0	0	19,810		0			
Difference					0	0	0		0			

The above example illustrates the filtered supplemental appropriation decision unit in NEBS at the line item level. The agency included line items to support the expenditures incurred to cause a projected shortfall at the end of the previous fiscal year.¹

During the Governor Recommends phase, the Budget Division will remove all E-877 decision units from Agency Request submittals and put them in a supplemental appropriations bill. E-877 decision units will only appear in the Governor’s Executive Budget as a list of supplemental appropriation requests.

After the supplemental appropriation bill has been approved, a work program is processed using RGL 2522 for the Supplemental Appropriation funds.

Summary of Supplemental Appropriations

- Agencies funded in whole or in part by General Fund or Highway Fund appropriations are eligible for a supplemental appropriation.
- They are intended to fund a shortfall in an agency’s budget that will occur in the year the Legislature is in session (the odd year of the biennium).
- They are requested in an agency’s budget request via an E-877 decision unit in NEBS in the first year of the biennium.
- Justify the need and demonstrate all other resources in your budget have been exhausted.
- The E-877 decision unit is removed from the agency’s budget during the Governor Recommends phase and placed into a supplemental appropriation bill.

¹ All amounts were entered in year one and the funding source is a General Fund appropriation (revenue ledger 2501).

One-Shot Appropriations

A one-shot appropriation is a unique General Fund or Highway Fund appropriation for a particular purpose that is not anticipated to continue. Funded in whole or in part by a General Fund or Highway Fund appropriation, a one-shot may be used for items such as small building additions or modifications, to fund the start-up costs for new facilities, or for major purchases of equipment, computer systems or upgrades, or vehicles. One-shot appropriations may be authorized for time periods beyond the biennium. Any balance remaining at the end of the designated funding period reverts to the fund of origin.

Statutory/Administrative Authority

There is no specific statute that controls or defines one-shot appropriations; however, NRS 353.235 states “every appropriation in addition to that provided for in the proposed budget must be embodied in a separate bill and must be limited to some single work, object or purpose...”

During the Governor Recommends phase of the budget process, the Budget Division will determine the funding available and may move appropriate one-time projects or major equipment purchases from the Agency Request decision units, such as E-710 (Replacement Equipment) and E-720 (New Equipment) to E-888 (One-Shot Appropriations).

Also during this phase, the Budget Division will submit these decision units to the Legislature for placement in a bill for the Legislature to act upon. One-shot appropriations are typically in a bill that pertains specifically to the agency that requested the project or purchase.

Application

If there is a need for a large, one-time purchase, the agency may build a request in the appropriate decision unit — such as E-710 or E-720 enhancement decision units — in the Agency Request submittal. The agency must fully explain, justify and document the request and include detailed projections for the cost. This information must include:

- A synopsis of the request
- A detailed, well substantiated, written justification that explains the need
- Detailed spreadsheets with calculations, and/or other documents, that demonstrate the cost
- Detailed expenditures at the line item level that include the appropriate object codes
- Recent Quotes

\$5,000,000	Nevada State Treasurer		
	Add funds to the Millennium Scholarship fund		
\$2,000,000	Department of Administration		
	Funds the 2013 Capital Improvement Program.		
\$470,397	Nevada State Controller		
	Replacement of servers for the Statewide Financial System.		
\$1,086,859	Legislative Counsel Bureau		
	Funds building maintenance and Information Technology.		
\$755,000	Legislative Counsel Bureau		
	Funds dues and registration costs.		
\$6,086,750	Nevada State Treasurer		
	This funds debt service for general obligation bonds supporting the 2013 Capital Improvement Program.		
\$4,000,000	Department of Education		
	Funds needed data system projects.		
\$938,119	Department of Health and Human Services		
	Funds a computer system for Developmental Services		
\$452,100	Department of Health and Human Services		
	Integrates changes to eligibility system for programs.		
\$204,000	Department of Health and Human Services		
	Funds software for technology policies.		
\$1,902,000	Department of Corrections		
	Funds the Nevada Offender Tracking Information System.		
\$2,000,436	Gaming Control Board		
	Funds a modern technology project.		
\$2,315,090	Department of Public Safety		
	Funds upgrade to Criminal Justice Information System.		
\$233,251	Department of Conservation & Natural Resources		
	Replacement equipment.		

Examples of one-shot appropriations from the Executive Budget

All amounts associated with the request are typically entered in the first year of the biennium, or Year 1. The source of revenue to fund the one-shot appropriation request would be a General Fund (revenue ledger 2501) or Highway Fund appropriation (revenue ledger 2507), whichever applies to the agency. Note that some agencies receive funding from other sources, such as the federal government, in addition to an appropriation. In cases where a multi-funded agency is requesting a one-shot appropriation, the agency should build the other funding source into the decision unit in addition to the portion to be paid by the appropriation.

Above is a sample request for a one-shot appropriation made by an agency for the purchase of 20 replacement vehicles for its rural offices. The agency built its request into

an E-710 decision unit. As required, the request included a synopsis (1), detailed justification (2), attachments (3), and described the amounts by line item to support the need.

The complete written justification that fully explains the request reads:

“The agency currently has 10 trucks, 5 sport utility vehicles and 5 sedans located in rural Nevada that currently have over 100,000 miles, are over 7 years old and have had extreme wear and tear. The current condition of these vehicles is detrimental to the agency because 1) they are costly to upkeep and repair; and 2) they pose a safety risk to employees who travel in remote rural areas to carry out their responsibilities.”

	A	B	C	D	E
1	Example of Justification for a One-Time Appropriation				
2					
3	Budget Account: Any General Fund or Highway Fund Appropriated Agency				
4	Version: A00 AGENCY REQUEST AS SUBMITTED				
5	EXISTING VEHICLES TO BE REPLACED				
6	Make	Model	Year	Mileage	Location
7	Ford	2 ton 4 door pickup long bed	1991	213,542	Battle Mountain
8	Ford	2 ton 2 door pickup short bed	1992	154,892	Elko
9	Chevrolet	4 door blazer	1993	147,841	Elko
10	Ford	four door explorer	1993	136,584	Ely
11	Chevrolet	4 door blazer	1994	145,014	Tonopah
12	Chevrolet	4 door sedan	1994	112,512	Ely
13	Ford	4 door explorer	1994	145,263	Ely
14	Chevrolet	1 ton 2 door pickup short bed	1995	125,121	Lovelock
15	Chevrolet	1 ton 2 door pickup short bed	1995	150,001	Wells
16	Ford	2 ton 2 door pickup extended cab long bed	1995	142,651	Elko
17	Chevrolet	4 door sedan	1996	110,231	Elko
18	Chevrolet	2 ton 2 door pickup extended cab long bed	1996	114,120	Tonopah
19	Pontiac	4 door sedan	1997	110,800	Elko
20	Pontiac	4 door sedan	1997	104,101	Ely
21	Pontiac	4 door sedan	1997	101,201	Ely
22	Ford	2 ton 4 door pickup long bed	1998	132,101	Elko
23	Ford	2 ton 2 door pickup short bed	1998	145,101	Battle Mountain
24	Ford	four door explorer	1998	100,462	Lovelock
25	Ford	2 ton 2 door pickup extended cab long bed	1998	105,426	Elko
26	Ford	2 ton 2 door pickup extended cab long bed	1998	101,250	Ely

At the left is the spreadsheet listing the vehicles requiring immediate replacement. The agency included the age and the current mileage of each vehicle. Any spreadsheet included with the request to support the need should be inserted in box 3 as illustrated above. If the Budget Division determines funds are available, the E-710 decision unit may be converted into an E-888 one-shot appropriation during the Governor Recommends phase.

chedule Details **Additional Text**

Status: COMPLETE

Equipment Schedule

Delete	Line #	DU	Catg	GL	Equipment Type	Priority	Year 1		
							Count	Rate	Total
	1								
<input type="checkbox"/>	1	E888	05	8310	VEHICLE-SPORT UTIL-LV 5.2 4X4 4 DOOR 4-5 PASSENGER - Y1 \$24,536.00 Y2 \$24,536.00	10	5	24,536.00	122,680
<input type="checkbox"/>	2	E888	05	8360	VEHICLE-SEDAN-LV 1.3 COMPACT 4 DOOR 4-5 PASSENGER - Y1 \$15,582.00 Y2 \$15,582.00	15	5	15,582.00	77,910
<input type="checkbox"/>	3	E888	05	8310	VEHICLE-PICKUP-RNO/CC 2.2 3/4-TON 4WD STD CAB LONG - Y1 \$21,339.00 Y2 \$21,339.00	20	10	21,339.00	213,390
								Equipment Schedule Total: 413,980	

Summary | **Line Items** | **Schedules** | **Positions** | **Fund Mapping** | **Acct. Maint.**

Decision Unit Filter: E888 ONE SHOT APPROPRIATIONS [Edit Actual/WP](#)

Delete	DU	Catg	GL	Description	Actual	Work Pgm	Year 1	Change	Year 2	Change	Schedule
<input type="checkbox"/>	1										
<input type="checkbox"/>	E888	00	2501	APPROPRIATION CONTROL	0	0	413,980	0	0	0	- None -
<input type="checkbox"/>	E888	05	8310	PICK-UPS, VANS - NEW	0	0	336,070		0		EQUIPME
<input type="checkbox"/>	E888	05	8360	AUTOMOBILES - NEW	0	0	77,910		0		EQUIPME
Total Revenue					0	0	413,980		0		
Total Expenditures					0	0	413,980		0		
Difference					0	0	0		0		

The screen-shot at the top of the page shows the replacement vehicles the agency has requested. The equipment schedule in NEBS was used to identify the vehicles and tie them to the E-888 decision unit.

Above is the E-888 decision unit showing the request and a General Fund appropriation (revenue ledger 2501) used to balance the decision unit.

During the Governor Recommends phase, the Budget Division will move all E-888 decision units from Agency Requests to the G02 - One-Shot Appropriations version and put them in an appropriations bill. E-888 decision units will only appear in the Governor’s Executive Budget as a list of one-shot appropriation requests.

Summary of One-Shot Appropriations

- One-time purchase
- Represents a significant expense
- Long procurement / completion time
- Appropriation may be authorized for time periods beyond the biennium
- The agency request decision unit is converted to an E-888 decision unit during the Governor Recommends phase
- Amounts are typically entered in the first year of the biennium
- Amounts are pulled out of agency budget requests during the Governor Recommends phase and put into a budget bill

Capital Improvement Projects (CIPs)

Capital improvement projects acquire, plan, construct, maintain, or improve facilities, land, major equipment, or other infrastructure. Capital improvement projects tend to be construction projects and involve new construction, major renovations, major reconstruction, major repairs, major deferred maintenance, land acquisition and site improvements. They may address long-term or large scale maintenance needs.

Typical Projects

A capital improvement project (CIP) typically includes the construction of state office buildings and special state facilities such as prisons, mental hospitals and university buildings. CIPs also relate to issues concerning life safety, ADA modifications, public infrastructure such as water systems and wastewater treatment, installation or replacement of major items of equipment, technology systems, special use items, and other basic infrastructure requirements over \$100,000.

Background

The CIP is reviewed and approved through an Executive and Legislative process that is separate from the agencies Governor Recommends budget process. Agency CIP requests are presented to the State Public Works Board for the initial review and prioritization process. The Budget Division and the Governor's Office are then responsible for developing the Governor's final CIP recommendations to the Nevada Legislature. The CIP is approved through specific legislation (either an Assembly Bill or a Senate Bill). The approved CIP bill identifies each approved CIP and its associated funding (i.e., General Fund, Highway Fund and/or other authorized funding sources). The bill will also provide the authority for the state to issue general obligation bonds in support of the CIP, authorize spending of other revenues for capital improvements, and provide for the levy of a property tax to support the sale of the state's General Obligation Bonds that would be used to fund the CIP.

Statutory/Administrative Requirements

In accordance with [NRS 341.083](#), before October 1 of each even-numbered year the State Public Works Board

must submit its recommendations for capital improvement projects in the next biennium to the Governor. The Board makes recommendations relative to its findings to the Governor and to the Legislature. The Board makes specific recommendations as to cost and to the priority of construction of any buildings, or other construction work, as represented in the totality of the agencies' requested CIPs, and ultimately in the Governor Recommends CIP.

In order to allow for sufficient time to complete this process all agency CIP request submittals are due to the State Public Works Division ([SPWD](#)) in April of every even numbered year. [NRS 341](#) and [SAM 1900](#) detail the roles and responsibilities of the [SPWD](#) and state agencies in the CIP process.

State agencies submitting new building CIP requests must be prepared to provide the funding source(s) for anticipated expenses as required by [NRS 218D.430](#) and/or [NRS 218D.445](#). If your new building project is included in the Public Works Board REcommendation to the Governor, you must provide a fiscal not with all related expenses such as personnel, operating, equipment, maintenance, data processing, and utilities for each project. An estimate of life cycle facility operational costs will be prepared by the SPWD for each new building CIP per NRS 341.151. This applies to all CIPs regardless of the funding source.

Per [NRS 341.083](#), projects that exceed \$10 million shall be scheduled to receive funding for design and planning during one biennium and funding for construction in the subsequent biennium. Therefore, construction projects that exceed \$10 million either must have the design and planning funded in an earlier session or must provide in the project application evidence demonstrating the need for design, planning and construction funding all in one session. Agencies with projects over \$10 million that will be requested in the 2019 CIP should request design and planning funding now.

If the agency is submitting a project as an enhancement unit you will need to add fees for [SPWD](#) inspection services and plan review. See [NAC 341.171](#) to calculate these fees.

Recommendations

It is recommended that agencies use SPWD resources and guidance where practical.

If you need support to complete the CIP application or if you have any questions regarding the CIP application, please contact the SPWD as soon as practical.

Definitions

There are four types of projects:

- Carpet, drapery or painting projects have scopes that include only carpet, drapery or painting.
- Statewide projects include reroofing, compliance with ADA accessibility requirements, life safety, advance planning, paving, mold abatement, and indoor air quality.
- Structural projects are those that require structural modifications to existing buildings to repair, upgrade, or retrofit the structural system, to correct structural deficiencies, and to enhance the load bearing features of the building.
- Exiting projects are those that alter the path of egress out of a building.

Application

Agency capital, major maintenance and deferred maintenance requests will fall into two categories:

The first category is the capital improvement program request which is to include non-carpet, non-drapery, non-painting, projects that require structural modifications, statewide type projects, projects affecting exiting and egress plans and other projects equal to or greater than \$100,000.

The [SPWD](#) web site includes the CIP application worksheet and submittal form. The CIP application should be completed like other executive budget enhancement requests, complete with detailed funding source, cost estimates and estimating methodology. Cost estimates must also include the total construction cost required to make a facility operational, including necessary initial equipment and furnishings, landscaping, utilities, parking and project related roadwork. Contact the [assigned SPWD project manager](#) for support in developing the construction cost estimate.

The second category is the agency's operating budget request, which includes carpet, drapery, painting, non-structural, non-statewide projects and other projects less than \$100,000.

In accordance with SAM 1900, an agency may request this category of projects in its biennial budget through either an M-425, E-730 or one-time decision unit depending on the rationale driving the improvement(s).

The agency may execute this second category of projects without project management services of the SPWD. However, all remodeling projects on state land or on land held in trust for any division of the state government must be reviewed by the SPWD to ensure code compliance through plan check and inspection services. Normally, when code compliance services are necessary, the agency will include a fee for design of the improvement by an architect or an engineer. If a project is within this second category and the agency is planning on requesting that the project be managed by the SPWD, the project shall be submitted as a CIP by the CIP deadline.

Budget Framework

This section will introduce the revenue and expenditure structure/framework you will typically use in your Agency Request submittal. It will also define the major cost elements that make up the standard expenditure categories and highlight some of the major issues you may encounter in projecting revenue and expenditures for the various categories.

Standard Categories and Associated General Ledger Numbers (GLs)

The following is a list of “standard use” categories in the Executive Budget:

- 00 Revenues
- 01 Personnel services
- 02 In-state travel
- 03 Out-of-state travel
- 04 Operating
- 05 Equipment and furnishings
- 07 Maintenance of buildings and grounds
- 26 Information services
- 29 Uniform allowance
- 30 Training
- 59 Utilities
- 85 Reversion to Highway Fund
- 86 Reserve
- 87 Purchasing assessment
- 88 Statewide cost allocation (SWCAP)
- 89 Attorney general cost allocation (AGCAP)
- 93 Reserve for reversion
- 95 Deferred facility maintenance

With the exception of personnel services expenditures and FTE-driven expenditures, purchasing assessments, SWCAP, and AGCAP, the expenditure GLs defined for standard expenditure categories can also be used in special use expenditure categories. Where it has been deemed appropriate to do so, special use expenditure categories can be used by the agencies to track and report expenditures separately for any program or function authorized in their budget.

For example, assume your agency has a grant-funded program that requires all costs be tracked and reported separately. A special use expenditure category could be established in the Agency Request budget for this purpose. In that expenditure category, you would record all expenditure GLs associated with that particular program for functions such as travel (generally recorded in travel categories 02 and 03), operating (generally recorded in category 04), equipment and furnishings (generally recorded in category 05), etc. Recording all your expenditures to a special use category eliminates the added accounting and reconciliation efforts that would otherwise be required

with tracking costs across the various standard expenditure categories.

The following is a discussion on the standard expenditure categories used to develop your Agency Request budget along with a discussion on the various revenue GLs.

Category 00 – Revenues

Primary Revenue GLs

The following table lists some of the primary funding revenue GLs, excluding federal fund revenues, you will utilize in building your Agency Request budget.

Other Revenue GLs

GL	OBJECT NAME
2501	General Fund appropriation
2507	Highway Fund appropriation
2511	Balance forward from the previous year
2520	Federal funds from the previous year
4326	Treasurer’s interest distribution

The table on the following page lists groupings of revenue GLs currently available in the Controller’s system. Refer to the Controller’s chart of accounts for a description of these revenue GLs:

<http://dawn.state.nv.us:7778/swmenu.htm>

<u>GL</u>	<u>OBJECT NAME</u>
3001-3299	Unrestricted revenues
3300-3340	Restricted revenues — taxes
3401-3600	Restricted revenues — federal grants
3601-3799	Restricted revenues — licenses and fees
3801-4350	Restricted revenues — charges for services and other revenues
4351-4355	Expense/expenditure reductions
4401-4499	Translating/asset reductions (contact Controller first)
4500-4599	Translating/pass-through receipts (contact Controller first)
4600-4999	Transfers and non-operating items

Transfer of Revenues

Agencies anticipating receipt of funds from another state agency or agencies proposing to transfer funds to another state agency must coordinate their agency requests with the corresponding agency to reflect the same dollar amounts coming into one budget and flowing out of another. The proper transfer GLs must be used for this process. In addition, agencies receiving funds that flow through to other government or private agencies should specify any matching expenditure requirements and the percentage that is allowed for administration of those funds.

Federal Revenue Sources

Federal fund revenues will typically be in the GL 3401-3600 range. Agencies will generally use their latest award amounts as their current federal fund revenue projections.

Agencies must identify and document all new federal funding sources in the Agency Request budget and in NEBS. When creating/identifying a new federal revenue GL in NEBS, please do not use general titles such as federal funds; but rather, specify the type of federal funds involved, grant title, etc. The GL associated with the revenue must be a legitimate number within the statewide accounting system. If you need to establish a revenue GL, use an existing revenue GL number that most closely matches the type of revenue description group from the Controller’s Office chart of accounts. You must receive the Budget Division and the Controller’s Office approval before the new revenue GL number can be included in your Agency Request budget. Contact your assigned Controller’s Office representative for assistance if none of these descriptions seem to fit the revenue GL you would like to establish.

Category 01 – Personnel Services

NEBS Schedule Driven (Calculated) GLs

<u>GL</u>	<u>OBJECT NAME</u>	<u>ADDITIONAL DETAIL FOR BUDGET PREPARATION</u>
5100	Salaries	
5200	Workers' compensation	
5300	Retirement	
5400	Personnel assessment	
5500	Group insurance	
5700	Payroll assessment	
5750	Retired Employees' Group Insurance	
5800	Unemployment compensation	
5840	Medicare	
5841	Social Security (FICA)	

NEBS Non-Schedule Driven GLs

<u>GL</u>	<u>OBJECT NAME</u>	<u>ADDITIONAL DETAIL FOR BUDGET PREPARATION</u>
5170	Seasonal/part-time help	
5190	Supplemental military pay	
5810	Overtime pay	
5820	Holiday pay	
5830	Comp time payoff	
5860	Board and commission pay	
5870	Overtime seasonal	
5880	Shift differential pay	
5881	Remote area differential pay	
5901	Payroll adjustments	
5904	Vacancy savings	Schedule will enter amount in the M-150 decision unit.
5910	Standby pay	
5940	Dangerous duty pay	
5960	Terminal sick leave pay	
5970	Terminal annual leave pay	
5975	Forfeited annual leave payoff	
5980	Call back pay	
7170	Clothing/uniform/tool allowance	

Base Positions and Payroll Costs

The Budget Division will load your initial base level position roster into NEBS. Your base positions will reflect the positions that were legislatively approved during the previous legislative session plus any position augmentations approved in the interim. The only changes agencies will be allowed to make to base positions will be the way positions are grouped: reference [Accounts Maintenance](#) in Section II – [Outline of Workflow](#) of these budget instructions for more information on grouping positions.

NEBS will calculate all schedule driven costs associated with GLs 5100-5930. You will need to make the appropriate projections and adjustments to the non-schedule driven personnel costs detailed in the table. All non-schedule driven personnel services GLs require detailed justification and explanations as to how the amounts were derived and the need for the expenditure. Please refer to [Projections: Revenues & Expenditures](#) in Section II – [Outline of Workflow](#) for guidance on projection methodologies and documentation requirements.

If you have positions that do not fit into the regular pay schedules, their salaries must be entered as “manual annual” in NEBS. These manual annual salaries must be entered at the employee/employer retirement rate, and NEBS will calculate the salary based on the retirement code. An example of the type of positions that require manual annual salary are Teaching Parents who work 16 hour shifts and receive time and one-half for the second shift. Agencies can contract their Budget Division analyst for further information. Refer to [New Position](#) in Section II – [Outline of Workflow](#) of this budget manual for more information on this topic.

Merit Salary Adjustments

Since NEBS calculates the payroll salaries expenditure, merit salary adjustments will be included in this calculation for all eligible positions in the base decision unit for both fiscal years; therefore, if your budget account has actual expenditures in GL 5901 - Payroll Adjustments, they should be eliminated in an M-150 decision unit adjustment.

Miscellaneous Payroll Items

Miscellaneous payroll items — overtime pay, comp time payoff, overtime seasonal, shift differential pay, payroll adjustments, standby pay, dangerous duty pay — are required to be pre-authorized (in your legislatively approved budget) to retain these costs. If these expenditures are not legislatively approved, they are considered one-time in nature and must be removed as an M-150 decision unit adjustment. If you have a well thought-out,

detailed justification explaining the agencies’ calculations and rationale for continuing these costs as a base expenditure, contact your Budget Division analyst for approval to submit an enhancement decision unit requesting to retain these related expenditures in your Agency Request budget.

Vacancy Savings

The Budget Division will calculate vacancy savings for those budgets that have positions funded in whole or in part from the General Fund, Highway Fund and Internal Service Fund budgets through the Vacancy Savings schedule in NEBS. This is explained more thoroughly in the [Adjustments to Base, Schedule Generated M-150 Decision Unit Adjustments](#) in the [Outline of Workflow](#).

Adjustments to Base – M-150 Decision Unit

All one-time payroll expenditures such as terminal leave pay and paid compensatory time, etc., that are reflected in the base year are deleted using the M-150 decision unit. These types of expenditures are not budgeted. As outlined in NRS 353.262, Statutory Contingency Fund is available to General Fund agencies to assist with the costs of hiring replacements when the agency is unable to do so due to terminal leave costs (see statute for limitations). **New positions cannot be requested through an M-150 decision unit.** The base budget will reflect the correct costs for all existing positions. Refer to [Adjustments to Base](#) in the [Outline of Workflow](#).

Maintenance Decision Units

The only positions that are to be requested in maintenance decision units are for those agencies that have pre-approved caseloads or documented federal mandates. Agencies desiring to begin new positions with an earlier effective date must submit justification indicating the ability to recruit, fund and begin employment before that date. (See Section 2: Outline of Workflow, *New Positions*)

Enhancement Decision Units

All positions requested in enhancement decision units must be tied to one of the Governor’s statewide strategic priorities. Agencies are required to provide justification for all new positions requested. Signed NPD-19s for enhancements positions are to be submitted with the agency budget submission.

Reclassifications – Classified Positions

Requests for reclassification for classified personnel, must be requested in an E-805 through E-809 decision units. Narratives must indicate which position is being requested for reclassification and the reason the reclassification is needed. Refer to [Position Reclassifications](#) in Section II – **Outline of Workflow** for additional information regarding the process of reclassifying classified positions.

Unclassified Salary Increases

All requests for salary increases or title changes for unclassified positions are to be reflected in an E-815 through E-819 decision units. The agency must provide documentation indicating which position is affected and the justification for the request. The salary amount requested must be entered in the “manual annual salary” field in NEBS. The agency’s request may or may not be approved in the Legislatively Approved phase of the budget process since all unclassified salaries are controlled by the Legislature through the Unclassified Pay Bill.

Position Transfers

All requests for transfers of positions, programs, funding, etc., must be requested in an E-900 decision unit. All transfer requests must have a corresponding and opposite request in the receiving budget account. These E-900 decision units must match. Adjustments to the transfer decision units are made in an E-500 decision unit. Agencies requesting transfer decision units must ensure that the transfer is coordinated with all agencies involved in the transfer request. Narratives must indicate which positions, program, funding, etc., are being transferred out, the reason for the transfer, and the budget impact on the “transfer out” budget and all “transfer in” budget accounts involved

in the request. Refer to the NEBS manual for information on how to enter a transfer request in NEBS. Additional information can also be obtained in this function by referring to [Transfer In/Out Decision Units](#) in Section II – **Outline of Workflow**.

Category 02 – Out-of-State Travel

Use category 02 to record out-of-state travel expenditures for non-training related business. Registration fees for out-of-state travel are coded to category 04, Operating. Training related trips out-of-state are charged to category 30 (including registration fees). The table below lists GLs that should be used to record out-of-state travel expenditures.

GL	OBJECT NAME	ADDITIONAL DETAIL FOR BUDGET PREPARATION
6100	Per diem out-of-state	Payments made for meals and lodging while travelling out-of-state. Reference NRS 281.160 and SAM 02001 for allowable per diem amounts.
6110	Motor Pool Division out-of-state Rental Daily Rate	Daily rental of Motor Pool Division vehicles used to travel out-of-state (see Appendix L - State Motor Pool Rates).
6115	Non-Motor Pool Division out-of-state vehicle rental	Charges incurred for renting a non-motor pool vehicle out-of-state.
6120	Auto miscellaneous out-of-state	Miscellaneous auto charges for vehicles used in travel status out-of-state.
6130	Public transportation out-of-state	Cost of transportation including taxicabs, limousine service, buses, railroads, rented vehicles and other forms of transportation associated with out-of-state travel, excluding personal vehicles, airplanes and Motor Pool Division vehicles.
6140	Personal vehicle out-of-state	Reimbursements made to employees or board or commission members while on state business out-of-state for using their personal vehicle or aircraft, when used either for the convenience of the employee or the state.
6150	Commercial air transportation out-of-state	Costs of commercial airplane transportation for travel out-of-state paid directly to travel agencies, airlines or to reimburse employees or board or commission members.
6160	State-owned air transportation out-of-state	Charges for transportation on state-owned aircraft. This includes pilot per diem charges.
6170	Diner’s Club out-of-state (ATM charges)	Charges by travel card companies and banks for cash advances for travel reimbursement to the employee or board or commission member.

Base Year Expenditures

Agencies must detail out-of-state travel expenditures incurred during the base year by creating a spreadsheet that describes the title of the traveler, the destination, the dates traveled, the purpose of the trip and the costs by GL. That information must be attached electronically to their Agency Request budget in NEBS. A sample spreadsheet entitled “Travel and Training Log” detailing a typical out-of-state travel budget request is shown on the next page. A template of this spreadsheet can be found on the Budget Division’s web site at <http://budget.nv.gov/> under Documents/Forms/Travel and Training Log.

2010 OUT-OF-STATE TRAVEL EXPENSES

Position Title	Date	Destination	Purpose	COST BY GL (object code)					Total
				6100	6110	6130	6140	6150	
				Per Diem	Motor Pool	Ground	Pers Veh	Air	
Social Services Program Specialist 3	31-May	Baltimore MD	Annual Medicaid Managed Care Congress-2010	665.00		50.00	30.00	425.00	1,170.00
									0.00
									0.00
				665.00	0.00	50.00	30.00	425.00	1,170.00
								double check	1,170.00

The total for all entries should balance to the Base year training expenses in IFS (DAWN) by GL. Agencies should insert rows as necessary. Agencies should insert columns to record costs for object codes not shown above.

Maintenance and/or Enhancement Decision Units for Travel

Any request to increase an agency’s out-of-state travel budget must be created and justified in a maintenance decision unit (for caseload related increases only) or an enhancement decision unit using the appropriate GLs and the established rates as identified in SAM 0200. At a minimum, justification for the increase should be contained in the narrative of the decision unit, specifying how the out-of-state travel would benefit the agency, the number of staff affected, the geographical areas to be covered, special needs, etc. Include a copy of the current GSA rates for the proposed destinations.

Category 03 – In-State Travel

Category 03 is used to record in-state travel expenditures necessary to conduct non-training related business trips. Training related trips are charged to category 30. The table on the side shows GLs that should be used under category 03 to record in-state travel expenditures.

Base Year Expenditures

In general, agencies must detail in-state travel expenditures incurred during the base year by creating a spreadsheet that describes the title of the traveler, the destination, the dates traveled, the purpose of the trip and the costs by GL and attach the spreadsheet electronically to their Agency Request in NEBS. A sample of a standard in-state travel spreadsheet is shown at the bottom of the previous page and a template is also on the Budget Division’s web site under forms (it is a separate tab in the travel log and training log). The

spreadsheet must be attached electronically to the Agency Request budget.

For agencies that travel extensively as part of their regular functional responsibilities, detailing each trip may not be feasible due to volume of documentation that would be required. For example: The SPWD travels extensively to perform building inspections, attend project management meetings, etc., where purpose, locations, and personnel vary and cannot be projected specifically to the level sampled above. In addition, the budgets historical data reveals that the level of in-state travel has been fairly consistent (adjusting for inflation) over the past three to five years.

In the example on the next page, the agency may summarize travel information to project travel by purpose or function rather than by FTE and location. Projections may be provided at the summary level, but still report costs by expenditure type (i.e., per diem, air transportation, misc., etc.). If your agency falls into this category, contact your Budget Division analyst to discuss your documentation and projection options for in-state travel.

GL	OBJECT NAME	ADDITIONAL DETAIL FOR BUDGET PREPARATION
6200	Per diem in-state	Payments made for meals and lodging while traveling in state. Reference NRS 281.160 and SAM 0200 for allowable per diem amounts.
6210	Motor Pool Division in-state daily vehicle rental	Charges from the Motor Pool Division for vehicles used for travel on a daily rental basis (see Appendix L - State Motor Pool Rates).
6211	Motor Pool Division in-state monthly vehicle rental	Charges from the Motor Pool Division for vehicles used for travel on a monthly rental basis (see Appendix L - State Motor Pool Rates).
6213	Motor Pool Division vehicle maintenance	Charges from the Motor Pool Division for maintenance on vehicles.
6215	Non-motor pool vehicle rentals in-state	Pass through charges by the Motor Pool Division for vehicle rentals from an outside car rental agency.
6220	Auto miscellaneous in-state	Miscellaneous auto charges for vehicles used in travel status in state.
6230	Public transportation in-state	Costs of transportation including taxicabs, limousine service, buses, railroads, rented vehicles and other forms of transportation associated with travel, excluding personal vehicles, airplanes and Motor Pool Division vehicles.
6240	Personal vehicle in-state	Reimbursements made to employees or board or commission members while traveling in-state on state business for using their personal vehicle or aircraft, when used either for the convenience of the employee or the state.
6250	Commercial air transportation in-state	Costs of commercial airplane transportation that can be directly paid to travel agencies or airlines or to employees or board or commission members for ticket reimbursements and travel agent fees.
6260	State-owned air transportation in-state	Charges for transportation on state-owned aircraft. This includes pilot per diem charges.
6270	Diner’s Club in-state (ATM charges)	Charges by travel card companies and banks for cash advances for travel reimbursement to the employee or board or commission member.

2010 IN-STATE TRAVEL EXPENSES

Position Title	Date	Destination	Purpose	COST BY GL (object code)					Total
				6200	6210	6230	6240	6250	
				Per Diem	Motor Pool	Ground	Pers Veh	Air	
Deputy Administrator	10/29/09	Las Vegas	Staff supervision and meeting	71.00	37.40		33.00	238.60	380.00
Social Services Chief III	12/03/09	Las Vegas	Case Review	312.82	161.16		33.00		506.98
Administrator	11/14/09	Las Vegas	Juvenile Justice meeting	185.14		61.21	50.10		296.45
									0.00
									0.00
				568.96	198.56	61.21	116.10	238.60	1,183.43
								double check	1,183.43

The total for all entries should balance to the Base year training expenses in IFS (DAWN) by GL. Agencies should insert rows as necessary. Agencies should insert columns to record costs for object codes not shown above.

Any request to increase an agency’s in-state travel budget must be created and justified in a maintenance decision unit (for caseload related increases) or an enhancement decision unit using the appropriate GLs and the established rates as identified in SAM 0200.0. Justification for the increase should be contained in the narrative of the decision unit specifying how the in-state travel is critical to the agency, the number of staff affected, the geographical areas to be covered, special needs, etc.

pick-up 1 ton 4-wd standard cab; passenger van 12 passengers

When requesting a new vehicle, it will take approximately 6 months for the agency to receive the vehicle; therefore, only 6 months should be included in Year 1 and a full 12 months for Year 2. This gives Fleet Services time to purchase and receive the new vehicle.

Please reference the Fleet Services Division’s web site for a detailed listing of vehicles offered by rental rate class. Additionally, the “Budget Instructions” link on this web-site provides other information pertaining to budgeting in regards to fleet services costs.

NEBS will be updated with fiscal year 2016 average monthly mileage for current fleet services leases by March 31, 2016. Agencies should review the monthly mileage to ensure the amount reflects mileage usage for fiscal year 2016. Any changes to monthly mileage must be justified.

New Fleet Services Monthly Vehicle Request

Expenditures associated with vehicles leased from the Fleet Services Division are charged to category 03 - In-State Travel. New and existing vehicle lease requests for the new biennium must be entered in the Fleet Services schedule by June 30. When requesting a new vehicle, enter “New” for License Number and provide a description of type of vehicle required. Examples of type of vehicle include:

Vehicle	Description
Compact	4-door sedan; 4-5 passengers
Intermediate	4-door sedan; 5-6 passengers
Premium	Sport utility ½ ton 5-6 passengers; sport utility ¾ ton 5-6 passengers; pick-up ½ ton 2-wd standard cab; pick-up ½ ton 4-wd standard cab; pick-up ¾T 2-wd standard cab; pick-up 3/4T 4-wd standard cab; minivan; cargo van ¾ ton; cargo van ½ ton
Specialty	Sport utility ½ ton 8-9 passengers; sport utility ¾ ton 8-9 passengers; pick-up 1 ton 2-wd standard cab;

Vehicle Type	Budget Year 1			Budget Year 2			License	Vehicle Description
	Est. Miles (Per Month)	# Months	Total	Est. Miles (Per Month)	# Months	Total		
PREMIUM	2,915	12	9,927	2,915	12	9,927	NEW	SUV 4X4 4DR
COMPACT	2,421	12	7,146	2,421	12	7,146	53377	SEDAN 2DR
INTERMEDIATE	2,797	12	8,755	2,797	12	8,755	53419	SEDAN 4 DR

Category 04 – Operating

Operating expenditures are recorded using GLs 7020-7984. (See schedules on previous pages). All final base year expenditures will be automatically downloaded into the base portion of the agency budget request in NEBS once the base year is closed. When agencies first have access to NEBS for the current budget cycle, the line item GLs will be populated with the legislatively approved authority amounts. The agency needs to update these figures based upon their budget projections. Any adjustments (i.e. annualize partial year expenditures, etc.) need to be reflected in an M-150 decision unit according to the definitions provided in these budget instructions.

In an effort to capture specific data, the budget manual designates the use of specific required GLs for a number of expenditures, which are discussed throughout this section. This coding correlates with the information in the Accounting Policies and Procedures of the Controller's Office; however, some GL series have more specific assignments listed for budgeting purposes.

If the coding for actual expenditures does not meet the definitions outlined and this correction cannot be done in the accounting system (DAWN), it is important a coding correction be made in the agency budget request through an M-150 decision unit. A coding correction is made by entering a negative amount for the incorrect GL and a positive amount for the correct GL. The narrative should indicate that it is a correction and the GL that the amount is coming from/going to.

Adjustments to Base – M-150 Decision Unit

All one-time operating expenditures should be subtracted in the M-150 decision unit. Some examples include, but are not limited to the following: moving expenditures, one-time medical exam follow-up police/fire, expired contracts, elimination of an offsite storage rental unit, one-time insurance deductibles, major equipment repairs, postage for one-time report mailing, one-time equipment rental, and phone installation charges associated with office relocation that are reflected in base.

In addition to one-time cost adjustments, you must also account for all authorized budget augmentations approved in the interim (either by the IFC or the Budget Division) and for the annualized cost of all legislatively approved expenditures that were approved effective some time after July 1, 2015 (the beginning of fiscal year 2016). Refer to [Adjustments to Base](#) in Section II – **Outline of Workflow** of this budget manual for additional information on this function.

Maintenance Decision Units

Maintenance decision units should include operating expenditures for new staff that are requested as a result of pre-approved caseloads, federal mandates, and court decrees only. Depending on the work tasks of the new caseload positions remember to include rent space, phone charges, toll and fixed line, internet access, postage, office supplies, vehicle expenditures, if appropriate, and possible publications, dues, insurance (tort/liability) and any equipment related to new personnel and new or expanded programs. Detailed calculations and rationale for maintenance operating expenditures must be provided. There is a new position cost projections template available on the Budget Division's website.

Enhancement Decision Units

Requests that are not related to caseload, federal mandates and court decrees should be included as an enhancement decision unit and should correspond with a statewide strategic priority. This would include operating expenditures associated with new personnel, programs and expansion of existing programs (not caseload, federal mandates and court decrees). If an enhancement decision unit includes new staff, the agency will want to remember to include rent space, phone charges, toll and fixed line, internet access, postage, office supplies, vehicle expenditures, if appropriate, and possible publications, dues, insurance (tort/liability) and any equipment related to new personnel and new or expanded programs.

If the enhancement decision unit is not associated with new personnel, but simply a program expansion, the agency will need to consider those incremental operating expenditures in addition to those existing expenditures that relate to the program expansion. Detailed calculations and rationale for enhancement operating expenditures must be provided.

GL	OBJECT NAME	ADDITIONAL DETAIL FOR BUDGET PREPARATION
7020-7029	Operating supplies	General Office supplies. Note: supplies (diskettes, printer cartridges, etc.) specifically associated with Information Technology equipment such as PCs, printers, etc., must be recorded to expenditure category 26.
7030-7034	Delivery and freight charges	Federal Express, U.S. Postal Service, UPS, etc.
7037-7039	Communication repairs	Repairs paid to outside vendors.
7040	Non-state printing services	Costs of printing, binding, copying, etc. that are paid to vendors other than state Printing.
7042	Microfilming and imaging services	Services paid to the Department of Cultural Affairs' Micrographics and Imaging Division.
7045	Printing charges paid to the Printing Division	
7046	Quick print charges paid to the Printing Division – Carson City	
7047	Quick print charges paid to the Printing Division – Las Vegas	
7048	Charges paid to the Printing Division for publication of annual reports	Agencies who publish annual or biennial reports through the LCB Printing Division must request the funds necessary to print these reports using this GL. The narrative should indicate the statute requiring the report to be produced and contain a brief description of the report.
7049	Agency publications – (i.e. newsletters) charges paid to the Printing Division	Agencies who publish newsletters or other widely distributed reports must request the funds necessary to print these reports using this GL. The narrative should indicate the statute or other legal reference requiring the report to be produced and contain a brief description of the publication.
7050	Charges paid to the Risk Management Division for employee bond insurance	Schedule calculated by NEBS based on FTE.
7051	Charges paid to the Risk Management Division for property and contents insurance	Schedule calculated by NEBS.
7052	Charges paid to the Risk Management Division	Charges paid to the Risk Management Division for vehicle comprehensive/ collision insurance. Schedule calculated by NEBS based on number of vehicles upon the agency's completion of the agency owned vehicle schedule.
7053	Charges paid to the Risk Management Division	Charges paid to the Risk Management Division for miscellaneous insurance.
7054	Tort claim assessment	General liability paid to the AG's office for self- insured liability claims (torts). Calculated by NEBS.
7055	Other miscellaneous insurance policies	
7057	Aviation insurance	
7059	Vehicle liability coverage fleet insurance	Schedule-driven in NEBS through a calculation based on number of vehicles upon the agency's completion of the agency owned vehicle schedule. Payment to AG's Office.
7060-7072	Contract services	General
7075	Contract services	Medical and health care
7076	Contract services	Pharmaceutical services
7077-7078	Contract services	Foster care
7079	Contract services	Purchase of goods or materials
7080-7086	Legal and court expenditures (includes travel for court appearances)	Only those expenditures associated with on-going litigation are to be budgeted in the operating category. When legal action is initiated against a state agency, the agency is responsible for all expenditures related to the specific litigation. This responsibility includes legal and court expenditures charged to GL 7080 and any travel expenditures incurred by an employee of the AG's office related to the specific case that would be charged to category 02 and category 03. To be eligible to continue an expenditure associated with GL 7080, a detailed description must be provided of current legal litigation expenditures anticipated to continue into and throughout the biennium. Failure to provide this detail could result in the elimination of this expenditure in the M-150 decision unit. Unless an agency receives legal services independent of the AG, all other legal expenditures will be budgeted in the AG's budget. Costs for services provided by the AG are captured in category 89. All normal, day-to-day operating and travel expenditures incurred by AG personnel are to be budgeted and paid for from the AG's budget. These expenditures are not billed directly to
7087	Non-expert witness fees	

GL	OBJECT NAME	ADDITIONAL DETAIL FOR BUDGET PREPARATION
7088	Witness or expert witness fees	
7089	Jury fees	
7090-7099	Equipment repairs	Cost for services to repair equipment such as office equipment, communication radios, medical equipment, video equipment, etc. of a minor nature not classifiable as capital outlay.
7100	Payments to the B&G for state-owned building rent	Agencies are requested to utilize the B&G rent schedule in NEBS for state owned building rent. Rates for state owned building rent costs per square foot may change during the Governor Recommends phase and will be adjusted by the budget analyst. All requests for additional space or modifications to existing space must be coordinated through the B&G by May 1. The form must accompany your budget submittal. Please be sure to review all space needs that may be necessary when requesting new positions and include those costs in the appropriate maintenance or enhancement decision unit. See also Note 1 below.
7105	State-owned building rent paid by an agency to another state agency	State-owned building rent paid by an agency to another state agency.
7110 and 7112-7114	Non-state-owned building rent	Agencies must complete the non B&G rent schedule in NEBS for existing non-state-owned space and new requested non-state-owned space for inclusion in the agency request. If a move from one location to another is anticipated, be sure to include the appropriate moving costs in the operating category request and place those costs in the decision unit affecting the move. See also Note 1 below.
7111	Storage rental space (non-state-owned)	Agencies that rent outside space for records storage must obtain approval for the storage from the Department of Cultural Affairs, Records Management Program, and submit the approval with their budget request. Agency Requests that do not have the approval accompanying their submission will have this expenditure eliminated.
7118-7119	Rent paid to real estate agents	
7120-7129	Advertising and public relations	Payments for printed announcements in professional periodicals and newspapers or for radio or television announcements.
7130	Charges for bottled water	Agencies authorized to budget for expenditures associated with bottled water must submit justification with their agency request even if the bottled water is an on-going, existing expenditure. Reference SAM 2650.
7150	Maintenance of agency-owned or motor pool fleet vehicles by the Motor Pool Division	Charges for agency vehicle operations, maintenance, and other similar costs paid to the Motor Pool Division.
7151	Maintenance of agency vehicles by entities other than the Motor Pool Division (outside maintenance)	Costs of parts and labor for agency vehicles repaired or serviced by private auto repair shops. Includes costs for towing, alignment, etc.
7152	Diesel fuel	
7153	Fuel (gasoline)	
7154-7155	Vehicle operation	
7156	Vehicle repair and replacement parts	
7157	Vehicle supplies – other	
7158	Vehicle alternative fuels (CNG, propane)	
7159	Vehicle test fuels	
7160-7164	Aircraft operation	All expenditures involved in the maintenance and operation of aircraft owned by the agency.
7180-7189	Medical/dental supplies and services – non-contract expenditures	Medical and dental supplies or services, drugs, prescription or non-prescription, pharmaceutical supplies; genetic screening and client-related medical appliances that are not part of an approved contract.
7190-7193	Stipends	Payments for services to non-state employees.
7194	Inmate payroll	
7195-7198	Commissions	Percentage of sales given to individuals, including payments to employee associations for vending machine proceeds. Payments to outside vendors are reportable to the IRS as miscellaneous income. Any payments to state employees are reportable to the IRS on the W-2 form.
7199	Prizes	
7200-7209	Food – purchased for human consumption only	
7240-7241	Host funds	Payments for special entertainment of dignitaries. Host funds must have prior approval by the Legislature. See SAM 2636

GL	OBJECT NAME	ADDITIONAL DETAIL FOR BUDGET PREPARATION
7250-7253	B&G charges – extra services	Services provided by B&G at the request of the agency such as minor office remodeling, furniture construction, moving, installation of shelving, minor repairs, etc.
7255	Lease assessment charges from B&G (½% of non-state owned rent).	Assessments from B&G for non-state-owned building rent that are calculated based on a percentage of the total annual non-state-owned building lease payments. NEBS will automatically calculate assessments based on the information provided in the non-B&G rent schedule.
7260-7261	Taxes and assessments	Property taxes or other assessments being paid that have been passed through to the state through leases. The state should not pay taxes of any kind. State agencies should negotiate these costs out of their lease agreements, if possible.
7270-7274	Interest expense	This account includes all charges paid for the use of money. Interest expense associated with the leasing of equipment under a capital lease agreement (see definition for 8410 GL series). The principal portion of the lease should be allocated to GLs 8410. 7270 is used for Late Fee and Penalties.
7278	Credit Card late fees paid to vendor	
7279	Credit Card late fees paid to employee	
7280	Postage charges paid outside of the state mail room	Postal rates should be budgeted at the same level as the current actual fiscal year of the biennium. If the U.S. Postal Service increases rates at any time prior to finalizing the <i>Governor Recommends phase</i> of the budget, an adjustment to postage rates may be considered at that time.
7285	Postage charges paid to the state mail room	Postal rates should be budgeted at the same level as the current actual fiscal year of the biennium. If the Postal Service increases rates at any time prior to finalizing the <i>Governor Recommends phase</i> of the budget, an adjustment to postage rates may be considered at that time.
7290	Telephone charges	Monthly telephone fax and communication line charges.
7291	Cell phone/pager charges	
7292	EITS voice mail	Standard PBX telephone lines, which provide message recording. See Note 2 below.
7293	EITS voice system administration	DO NOT USE
7294	Telephone charges – outside EITS	EITS pass through expense for conference calls. See Note 2 below.
7295	EITS state telephone lines	See Note 2 below.
7296	EITS long distance charges	See Note 2 below.
7297	EITS 800 toll free service charges	See Note 2 below.
7298	EITS phone card charges	See Note 2 below.
7299	Telephone and data wiring (non-EITS)	
7300-7306	Dues and registrations	Memberships in professional or other organizations and associations. Also includes fees for attending meetings. Note: Registration costs for attending conferences or seminars for training purposes should be charged to category 30.
7320-7324	Instructional supplies	Payments for teaching aids that are used in workshops or training seminars. These may include films, multiple reference books, or any other supply that can appropriately be classified as a training item and costs less than \$5,000.
7330-7334	Special reports/projects	Costs incurred for special items such as computer searches and other special fees that cannot be charged to the printing and copying accounts in the 7040 GL series.
7340-7344	Inspections and certifications	Inspections required of state agencies for sanitation, public safety and other related areas.
7350-7351	Court awards	Court awards, torts, settlements and interest for physical injury, property damage, punitive damages or compensatory damages paid to individuals or to attorneys. Payments to individuals (except for physical injury or property damage) and to attorneys are reportable to the IRS.
7352	Court awards	Physical injury or property damages paid to an attorney.
7353	Court awards	Punitive damages paid to an individual.
7354	Court awards	Punitive damages paid to an attorney.
7355-6	Court awards	Compensatory damages paid to an individual.
7357	Court awards	Compensatory damages paid to an attorney.
7358	Court awards	Interest paid to an individual.
7359	Court awards	Interest paid to an attorney.
7360	University operations	For university use only. Monthly draw-downs for NSHE.

GL	OBJECT NAME	ADDITIONAL DETAIL FOR BUDGET PREPARATION
7370-7374	Publications and periodicals	Subscriptions to newspapers, magazines, publications and periodicals or their costs on an individual basis. Includes CD ROM's.
7380	Employee moving expenditures	Moving expenditures resulting from the transfer of a permanent state employee from one community to another in accordance with SAM 0238.
7381	Employee moving expenditures	Transportation and per diem.
7382	Employee moving services	Moving van line expenditures (i.e. United, Global, etc.).
7390	Credit card discount fees	Costs associated with accepting credit card payments for goods or services. These fees are paid to banking systems and represent the state's cost for accepting credit cards.
7394 - 7399	Agency specific cost allocations	Agency-specific cost allocations enable agencies to charge for services provided in one budget account to other budget accounts such as Director's office or administrative services costs. Must be offset by a cost allocation reimbursement GL in 4230-4235.
7400-7409	Client services provider payments	Payments to service providers to benefit clients, including payments for travel, costs of motor pool vehicles used to transport clients, client escorting costs, payments for professional training or rehabilitation services, payments for attendant care (i.e., interpreter services and services to disabled clients).
7410-7419	Client medical provider payments	Payments to medical, dental and health service providers to benefit clients.
7420-7429	Client material provider payments	Payments to providers of goods, materials or supplies to benefit clients, including training materials, rehabilitation materials, client canteen purchases, purchase of clothing for client use, purchase of prescription or non-prescription drugs, and purchase of adaptive equipment (i.e., wheelchairs).
7430-7438	Professional services	Services not otherwise listed that are provided on a non-contractual basis, including CPA consultants, architects, professional training services or temporary employment services. Use GLs 7080-7089 for legal services and GLs 7180-7189 for medical, dental and health care services.
7439	Department of Administration cost allocation	
7440	Interview expenditures	Payment of travel expenditures to interview candidates for employment.
7445-7448	Scholarships	Payments made to a degree candidate for tuition, fees, books, supplies or equipment to attend an educational institution. Payments for room and board, teaching, research or other services are considered wages and should be reported on the individual's W-2 form.
7449	Prepaid tuition payments	Disbursements to an institution of higher education for tuition or other fees associated with a state-sponsored prepaid tuition program.
7450-7459	NOT IN DAWN	DO NOT USE
7460-7464	Equipment under \$1,000	Equipment purchases with a unit cost of less than \$1,000 and are not capitalized, and not inventoried. Justify retaining in base expenditures.
7465-7469	Equipment costing between \$1,000 and \$5,000.	Equipment purchase with a unit cost of more than \$1,000 but less than \$5,000. These purchases are not capitalized and are not inventoried by the agency. However, agencies do have to eliminate these costs from base through a M-150 decision unit adjustment unless they can justify it as an ongoing expenditure. Contact your Budget Division analyst with any questions.
7500-7502	Payments to individuals	Payments for services not properly classified as a contract or professional service.
7560-7579	Internal service funds (only)	These GLs are for use by internal service funds only.
7630-7634	Miscellaneous charges for goods and materials	Amounts paid for goods and materials not properly classifiable in one of the GLs included in the 7000 series. Payments classified here should be occasional in frequency and minor in amount.
7635-7636	Miscellaneous charges for services	Amounts paid for services not properly classifiable in one of the GLs included in the 7000 series. Payments classified here should be occasional in frequency and minor in amount.
7637	Notary fees	Includes all costs associated with renewal as well as initial costs for new subscriber.
7650-7658	Refunds	Payments to refund amounts received in excess of what was due, including refunds of revenue where the agency needs to show gross revenue and refunds separately.

GL	OBJECT NAME	ADDITIONAL DETAIL FOR BUDGET PREPARATION
7659	Refunds	Senior citizens property tax refund (refund to qualified senior citizens property taxes on owned or rented property).
7750-7753	Non-state employees in-state travel	In-state travel expenditures for consultants and other persons not considered state personnel. This includes payments of travel expenditures to an individual under a contract, which does not include travel in the contract. If the contract specifies travel expenditures are included in the contract amount, use GL 7060 series.
7760-7763	Non-state employees out-of-state travel	Out-of state travel expenditures for consultants and other persons not considered state personnel. This includes payments of travel expenditures to an individual under a contract, which does not include travel in the contract. If the contract specifies travel expenditures are included in the contract amount, then use GL 7060 series.
7770-7772	Computer Software	Costs for purchases of computer software – All computer software should be coded to Category 26 – Information Services.
7800-7804	Nursery and farming	Costs related to raising trees, plants and livestock. Used by the Department of Corrections, Department of Conservation and Natural Resources and the Nevada Youth Training Center.
7832-7835	Debt service funds (only)	Various expenditure GLs for use by debt service funds only. Payments to outside vendors for interest are reportable to the IRS as interest income. Payments to outside vendors for fees are reportable to the IRS as miscellaneous income.
7860-7879	NDOT in-house	For NDOT use only.
7950	Rent subsidy	Reimbursement received for excess rent paid by an agency because of a mid-year relocation. Payments to outside vendors for rent are reportable to the IRS as rental income.
7960-7963	Land/equipment rentals	Rental payment for the use of equipment or land.
7970-7973	Materials	Materials used in the process of producing or manufacturing a finished product, i.e., stockpiles of gravel, sand, aluminum and other similar items.
7980-7984	Operating lease payments	Payment for the use of property where risks and benefits of ownership are not transferred to the state. There must be a signed lease agreement. All agreements for non-cancelable leases, including any renewal agreements, must be filed with the Office of the Controller for financial reporting disclosure purposes. Payments to outside vendors for lease payments are reportable to the IRS as rental income.

Notes:

1. This is also used for other non-state owned rent costs. Space request forms are provided on the Public Works Division’s web site.
2. See [Information Services](#) in Section II – **Outline of Workflow** for additional information on this GL.

Police, Fire, and Correctional Officer Heart and Lung Evaluations

NRS 617.135 lists the job classifications that have annual physical exam requirements, which include certain position within the Department of Public Safety, the Department of Corrections, the Department of Conservation and Natural Resources, the Department of Motor Vehicles, the Department of Wildlife, the Nevada System of Higher Education, and the Division of Public and Behavioral Health. The Risk Management Division has established the minimum physical exam requirements in [SAM 0524](#) pursuant to [NRS 617.455](#) and [457](#).

The Risk Management Division has procured a myriad of statewide contracts covering police fire exams, and OSHA required medical evaluations and screening of the

blood borne pathogen, respiratory projections, toxic/hazardous substances and Hearing Conservation Programs per [NRS 618](#). Additionally, the Risk Management Division has statewide contracts for Contagious Disease screening for Fireman and EMTs as required by [NRS 617.485](#) and [NRS 616C.052](#).

Agencies must submit a spreadsheet attached to their budget request showing the specific positions requiring the specialized types of exams, evaluations and screenings in each fiscal year.

Category 05 – Equipment

Category 05 is used to purchase equipment defined as items that have a useful life of at least one year, not permanently attached to a building, and valued in excess of \$5,000. Below is a list of common GLs used in this category.¹

GL	OBJECT NAME	ADDITIONAL DETAIL FOR BUDGET PREPARATION
8240	New furnishings over \$5,000	
8241-8242	New furnishings	
8290	Telephone equipment over \$5,000	
8291-8293	Telephone equipment	
8310	Pick-ups, vans - new	
8330	Office and other equipment over \$5,000	
8331-8334	Office and other equipment	
8360	Automobiles – new	
8410 - 8412	Principal installment / lease purchase	Costs associated with the purchase or lease purchase of capital equipment.

All equipment purchases recorded in this expenditure category must be deleted from base in an M-150 decision unit, except for ongoing principal payments.

Replacement and new equipment should be built into separate decision units, E-710 and E-720 respectively, using the equipment schedule in NEBS. The E-710 decision unit is to be used for replacement equipment requests and the E-720 decision unit is to be used for new equipment requests. Agencies are required to complete the equipment schedule in NEBS for all equipment requests. The NEBS drop down menu should be used unless the item requested is not included in the menu.

If new equipment is requested for new staff, new programs or any other specific decision, either in a maintenance or enhancement decision unit, the new equipment must be included in the same decision unit as all other associated costs. For example, expenditures for new staff associated with population/demographics in an M-200 decision unit should include any equipment associated with the staff requested. Another example may be an agency requesting to start a particular program associated with one of the Governor’s statewide strategic priorities. Staff, travel, operating, equipment and all other expenditures associated with that decision should be included in the decision unit. The purpose is to isolate the total cost of implementing the particular proposed program within one decision unit.

All non-information technology related equipment costing less than \$5,000 is budgeted and charged to operating category 04, per [SAM 1544](#). Except for the items listed under executive and secretarial units, agencies must use GLs 7460-7464 to record equipment purchases costing less than \$1,000 and GLs 7465-7469 for items costing between \$1,000 and \$5,000.

Please refer to the drop-down menu section of the NEBS Equipment Schedule for the latest unit costs for of-

¹ Refer to the Equipment Schedule in NEBS for additional equipment GLs available for use in your budget.

fice equipment, vehicles, computing equipment, etc. Updated prices can also be obtained from the Purchasing Division’s web site or by contacting the Purchasing Division directly at (775) 684-8671.

Information Technology Purchases

Equipment purchases involving the Telecommunications section of the Enterprise Information Technology Division (EITS) must be coordinated through and approved by that division before inclusion in the Agency Request submittal. Services include, but are not limited to, the following:

The purchase of additional or replacement telephone sets and related

telephone equipment.

Any telephone system expansion, modification or change involving the purchase of telephone equipment.

You should complete the appropriate EITS schedule in NEBS for telecommunication requests and receive approval from EITS prior to submitting the request to the Budget Division.

Category 07 – Maintenance of Buildings and Grounds

Category 07 is used to record maintenance costs, not classified as deferred maintenance, for state owned and non-state owned buildings including contracted services. The following are common GLs used in this category:

Adjustments to Base – M-150 Decision Unit

All one-time operating costs must be deleted in the M-150 decision unit. Examples are: one-time BOE and/or non-BOE contractual services, major building/grounds maintenance expenditures, one-time equipment rentals, etc.

Please refer to [Facilities Maintenance](#) in Section II – [Outline of Workflow](#) of this budget manual for additional information regarding facility maintenance issues and planning for budgetary considerations. Areas discussed include issues associated with building envelopes, carpeting, facilities deep cleaning, HVAC, water treatment, and roofing maintenance.

Enhancement Decision Units

Requests that are not related to caseload, federal mandates and court decrees should be included as an enhancement decision unit. This would include maintenance ex-

penditures associated with new programs and expansion of existing programs.

Rates

Rates to be used for budgeting purposes are posted on the [SPWD web site](#).

Category 26 – Information Services

Category 26 is used to record expenditures related to information technology services provided primarily by the EITS for internal information technology services and by outside (non-EITS) vendors for various expenditures such as software maintenance, MSA programmers, computer hardware and software purchases, etc.

Please refer to [Information Services](#) in Section II – **Outline of Workflow** of these budget instructions for a detailed description of EITS services, discussion of various assessments and instruction on budgeting for Information Services.

Category 29 – Uniform Allowance

NRS 281.121 requires reimbursement to persons purchasing and wearing uniforms in order to perform their duties. There are exceptions where uniform allowance is included in category 01, Personnel Services, rather than category 29. Please refer to [Uniform Allowance](#) in Section II – **Outline of Workflow** of these budget instructions for detailed information on budgeting for uniform allowances.

Category 30 – Training

Category 30 is used for all training related expenditures, which normally include dues and registration and travel costs associated with attending the training. GL usage must be based on the nature of the training event. Travel associated with attending the training must be charged to category 30 using the appropriate in-state and out-of-state travel GLs shown in the next column to the right.

GLs related to training must be based on the nature of the event. For example, if an agency uses the services of an independent contractor to provide training in-house, GL 7060 – Contract

Services, would be the only GL required. However, when agencies send employees off-site for training, a travel GL and an operating GL for a registration expenditure may be used. There are no GLs that are specific to category 30. GLs normally used within category 02, category 03 and category 04 must be used within category 30 if the expenditure is training related.

Base Year Expenditures

Agencies must provide a spreadsheet detailing all training expenditures incurred in the base year by employee title, date(s) of training, the training subject, location of training, number of employees involved, total cost of each event by GL and relativity to agency’s operation and mission. A spreadsheet must be attached electronically to your request in NEBS using the GSA rates for the proposed destination. A template of the appropriate format of the spreadsheet is available on the [Budget Division’s web site](#).

Maintenance and/or Enhancement Decision Units for Training

Any request to increase an agency’s training budget (such as training for new positions and/or special projects) must be created and justified in a maintenance decision unit (for caseload related training increases) or an enhancement decision unit using the appropriate GLs. Justification for the increase should be contained in the narrative statement, specifying how the training would benefit the agency, the number of staff affected, the geographical areas to be covered, special needs, etc.

Category 59 – Utilities

Category 59 is used to record utility related expenditures using GLs 7131-7139. If GLs used for actual expenditures in the base year differ from the following GLs, a correction needs to be made in the agency budget request through the M-150 decision unit.

GL	OBJECT NAME	ADDITIONAL DETAIL FOR BUDGET PREPARATION
6100-6199	Out-of-state travel expenditures	See category 02 discussion in this appendix. Expenditures involve per diem, lodging, airfare, etc. incurred while attending training out-of-state.
6200-6299	In-state travel expenditures	See category 03 discussion in this appendix. Expenditures involve per diem, lodging, airfare, etc. incurred while attending training in state.
7060-7072	Contract services	General
7300	Dues and registration	Registration costs to attend conferences and/or training sessions.
7320	Instructional supplies	Costs related to instructional aids which are used in training seminars such as text or training materials.
7430	Professional services (under \$2,000)	Costs related to obtaining professional training services such as paying a local community college for teaching a computer class to staff.

Changes in utility expenditures resulting from the acquisition of additional office space (square footage) or from other changes affecting agency utility costs, should be budgeted in the appropriate decision unit and category and fully explained in the narrative.

Increases due to inflation cannot be included in the Agency Request. The Budget Division will calculate incremental increases in an M-100 (inflation) decision unit if authorized by the Governor. It is critical that all expenditures be charged correctly against standard GLs to ensure that NEBS computes inflation accurately.

Miscellaneous utility charges such as trash pick-up and cable television should be budgeted in this category. Do not include telephone charges or bottled water in this category.

Category 86 – Reserve

Category 86 is used to record and track agency reserves. Reserves are the projected amounts of “cash” remaining in a budget account at the end of a fiscal year to be used for future obligations of a particular budget or program. The established GL required for recording and budgeting for a reserve is GL 9178. Those agencies with a balance forward and reserve must adhere to the following rule: For the coming biennium, the reserve balance in the work program year equals the beginning Balance Forward in the first year of the biennium, and subsequently, the reserve balance in the first year of the biennium will be the balance forward in the second year of the biennium.

Category 87 – Purchasing Assessment

Category 87 is used for the assessment to fund the Purchasing Division. The Purchasing Division will update the assessment. The required GL for this expenditure item is 7393. This issue is discussed in detail in [Assessments and Full-Time Equivalent \(FTE\) Driven Costs](#) in Section II – [Outline of Workflow](#) of this budget manual.

Category 88 – Statewide Cost Allocation

Category 88 is used for indirect cost recoveries to the state General Fund. The state contracts with an independent consulting firm to update the plan each biennium. The required GL for this expenditure item is 9159. This issue is discussed in detail in [Cost Allocations](#) in Section II – [Outline of Workflow](#) of this budget manual.

Category 89 – Attorney General Cost Allocation

Category 89 is used for cost recoveries for the Attorney General’s (AG) Office. The required GL for this expenditure item is 7391. This issue is discussed in detail in [Cost Allocations](#) in Section II – [Outline of Workflow](#) of this budget manual.

Category 95 – Deferred Maintenance (M-425)

Items budgeted for deferred maintenance must be budgeted in category 95 using decision unit M-425. All maintenance items approved as part of your M-425 decision unit from the prior Legislative Session that are classified as “ongoing” must be adjusted out of expenditure category 95 and moved to expenditure Category 07 – Maintenance of Buildings and Grounds, though the M-150 decision unit.

GL	OBJECT NAME
7131	Hazardous waste disposal
7132	Electric utilities
7133	Oil utilities
7134	Natural gas utilities
7135	Propane utilities
7136	Garbage disposal utilities
7137	Water and sewer utilities
7138	Other utilities (i.e. cable TV services)
7139	Charges paid to B&G for water usage

The M-425 maintenance decision unit has been established for the purpose of budgeting for deferred critical maintenance costs. These items are generally considered critical maintenance needs and needed to address issues that contribute to an unhealthy work environment for employees, clients and the public and for maintenance on buildings and equipment to make sure they last their intended life span. The following are examples of expenditures that should be budgeted in an M-425 decision unit:

- Balancing of HVAC systems (every five years)
- Bird and rodent control
- Carpet cleaning and replacement
- Cleaning and maintenance of HVAC systems (annually)
- Deep cleaning (annually of all surfaces including files, upholstered chairs, drapes, and hard to reach areas)
- Drainage control
- Recommendations made in SPWD facility audit reports
- Repair of water and plumbing leaks
- Roof repairs not included under warranty

- Sealing of building exterior surfaces (cracks, windows, roof flashings)

Refer to [Facilities Maintenance](#) in Section II – **Outline of Workflow** of this budget manual for additional information on these maintenance issues.

Non-Standard Expenditure Categories

Agencies with existing special use categories or those anticipating the creation of new special use categories for the purpose of isolating expenditures related to a specific program, grant award, etc., should continue to budget those expenditures in the special use category with the exception of personnel services, FTE-driven expenditures, purchasing assessments, SWCAP, and AGCAP, which must be reflected in the appropriate expenditure category.

All related expenditures in special use categories, including information services, training, travel costs or any other expenditures associated with a standard category, should be placed in this special use category using the correct corresponding GL.

New costs associated with a special use category must be separated into adjusted base, maintenance or enhancement decision units, where applicable.

Account Maintenance

Before building a budget, certain necessary components must be setup in the Nevada Executive Budget System (NEBS). The account maintenance function allows the user to tell NEBS what decision units, categories, specialized revenue ledgers, position groupings and position-related assessments will be included in the budget.

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Application

Before making any changes or additions to an Agency Request budget, decision units, expenditure categories, special revenue general ledgers (GLs), position groups and position related assessments for a budget that are not already pre-defined in NEBS must be established. Attempting to create a decision unit, or an expenditure category, etc., without first defining it in the **Account Maintenance** screen will result in the system rejecting the input and generating an error message indicating the input is an invalid action.

Setting up and defining the components of the agency budget is done in the NEBS **Account Maintenance** screen. There are six primary options on this screen as shown below. The default option is the “Decision Units” view (see below).

Establishing Decision Units

When beginning the setup process, three decision units, including all relevant GL and expenditure categories, will already be established in NEBS:

- The Base decision unit (B-000)
- The Inflation decision unit (M-100)
- The Adjustments to Base decision unit (M-150)

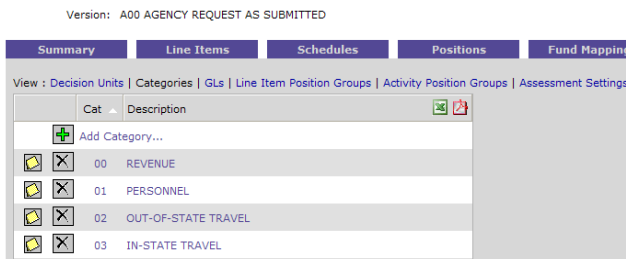
Use the account maintenance function to define any additional decision units required in the budget request. Decision units can include requests for new programs or positions; new and replacement equipment (E-710 and E-720); agency specific inflation (M-101); funding to meet federal mandates or court orders (M-500 and M-600); caseload requirements (M-200); position or program transfers (E-900); and supplemental and one-shot appropriation requests (E-877 and E-888). Any request for funding outside the adjusted base budget must first be defined before costs can be associated with it in NEBS. The following figure is the **Decision Unit** screen under the Account Maintenance tab in NEBS.

	Code	Description	Department Priority	Budget Account Priority
	B000	BASE	n/a	n/a
	M100	STATEWIDE INFLATION	n/a	n/a
	M101	AGENCY SPECIFIC INFLATION	n/a	n/a
	M150	ADJUSTMENTS TO BASE	n/a	n/a

Establishing Categories

All categories that have associated line items in the biennial legislatively approved budget will already be established in the budget in NEBS. Carefully review the budget and identify any categories, including titles, that need to be added or modified due to adjustments to the base budget. If new decision units are added, new expenditure categories may also need to be added. When creating a new or specialized expenditure category, be certain to include a clear, concise definition at the category level. Also include justification and any documentation supporting the request. Click on the yellow PostIt Note icon to add this information. The following is an illustration of the NEBS **Categories Maintenance** screen:

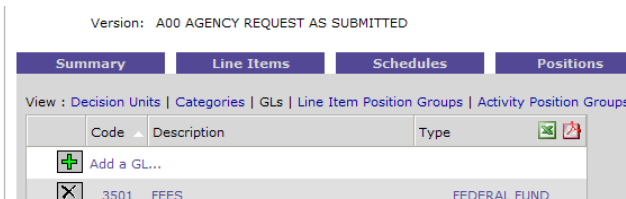
Remember to change the name of a specialized category



added to the budget in NEBS from Title Needed to the agency specific category name. Categories no longer used may be deleted as long as no value exists in any of the four budget years. Standard categories cannot be changed.

Establishing GLs (General Ledgers)

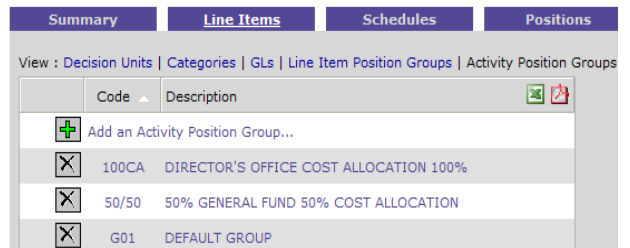
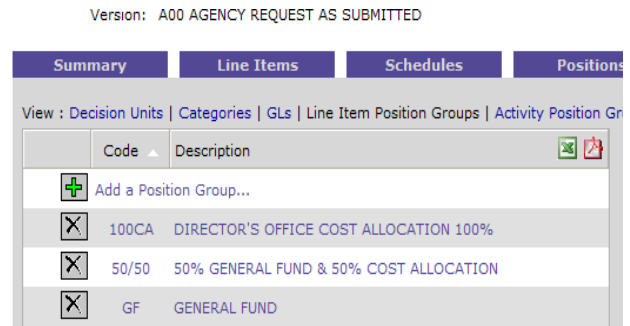
The **GLs** screen allows to establish revenue ledgers in a budget. These are ledgers listed in the Controller's statewide chart of accounts and primarily relate to federal grants and transfers. These tend to have somewhat vague names such as Revenue Ledger 3500 - Federal Receipts. It is useful to rename these ledgers to reflect how they apply to a budget. For instance, Federal Receipts can be renamed to Federal USDA Food Safety grant. This better describes the ledger and it will be displayed that way in the budget and on the reports generated for the budget.



Defining Position Groups

The **Line Item Position Groups** screen allows to establish groups to organize positions in the budget and affects how positions will be displayed on payroll reports. It is not mandatory to establish position groups, but for agencies with a large number of positions or multiple position funding sources, it helps to organize them.

How position groups are established is up to the individual agency. Some agencies group their positions by location, others by funding source, section, or programs. *It is recommended grant funded positions be grouped by funding source since NEBS allows fund mapping at the position group level.* This is especially helpful for multiple positions funded by the same funding source.



The payroll reports from NEBS will print in line item group or PCN (no grouping) order depending on the selection made, and the positions in each group will be in position control number order in the report. However, within the **Position Groups** screens, agencies will be able to sort positions in various other orders.

Summary	Line Items	Audit Log	Schedules	Positions	Mapping	Acct. Maint.
View: Decision Units Categories GLs Line Item Position Groups Activity Position Groups Assessment Settings						
Retirement:	<input checked="" type="checkbox"/>	Worker's Comp:	<input checked="" type="checkbox"/>	Personnel Assessment:	<input checked="" type="checkbox"/>	
Unemployment Insurance:	<input checked="" type="checkbox"/>	Payroll Assessment:	<input checked="" type="checkbox"/>	Retirement Group Insurance:	<input checked="" type="checkbox"/>	
Medicare:	<input checked="" type="checkbox"/>	FICA:	<input checked="" type="checkbox"/>	AG Employee Tort:	<input checked="" type="checkbox"/>	
Employee Bond Insurance:	<input checked="" type="checkbox"/>	EITS Infrastructure:	<input checked="" type="checkbox"/>	EITS Contract Administration:	<input type="checkbox"/>	
EITS Security:	<input checked="" type="checkbox"/>	EITS Planning:	<input type="checkbox"/>			
Other Account Settings						
Exclude from COLA increases:	<input type="checkbox"/>	Allow Fixed Amount Mapping:	<input checked="" type="checkbox"/>	FMAP Active:	<input checked="" type="checkbox"/>	
Done						

Defining Assessments Settings

The assessment settings are established globally for the entire budget account within the **Account Maintenance** screen. The **Assessments Settings** screen is available to analysts within the Budget Division only. Attempting to access this screen will generate an error message. The above sample contains the data on this screen.

Agency analysts, through the **Fringe View** screen within the **Positions** Tab in NEBS (shown below), can view assessment setting information, by position for their budget account. Agencies should review this information to ensure the information is accurate and they are not being incorrectly assessed. Generally, there are two exceptions that may exempt an agency from an assessment:

- [NRS 242.131](#) states certain state agencies may negotiate utilizing EITS services which in turn exempts those agencies from being assessed various EITS assessments. (In addition, EITS doesn't assess itself.)
- Currently exempt agencies include the following:

1. Court Administrator;
2. Department of Motor Vehicles;
3. Department of Public Safety;
4. Department of Transportation;

5. Employment Security Division of the Department of Employment, Training and Rehabilitation;
 6. Department of Wildlife;
 7. Housing Division of the Department of Business and Industry;
 8. Legislative Counsel Bureau;
 9. State Controller;
 10. State Gaming Control Board and Nevada Gaming Commission; and
 11. Nevada System of Higher Education.
- State agencies that have their own payroll system, and do not utilize central payroll services, are exempt from the payroll assessment. (In addition, DHRM doesn't assess itself for personnel or payroll assessments.)
 - Agencies currently exempted from the Payroll Assessment include:
 - Supreme Court;
 - Legislative Counsel Bureau;
 - Public Employees' Retirement System of Nevada;
 - Tahoe Regional Planning Authority; and
 - Nevada System of Higher Education.

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Summary	Line Items	Schedules	Positions	Fund Mapping	Activity Mapping	Acct. Maint.																			
Decision Unit Filter: B000 BASE																									
View: Basic Fringe Salary																									
Jump To Page: 1 Jump To PCN:																									
Viewing page 1 of 1: Save Save and Return Cancel Copy/Transfer... Recalc Payroll...																									
DU	PCN #:	Group	Class	Class Description	Ret	Act	WP	Yr1	Yr2	Health Ins.	Part. Health Ins.	Ret.	WC	Pers Assmt	Unemp. Ins.	Pyrl Assmt	Ret. Grp.	Medicare	FICA	AG Tort	Empl Bond	EITS Ent. Acc	EITS Contr. Adm	EITS Sec	EITS Plan
					Total FTE: 26.51 26.51		26.51	26.51																	
	B000	000001	50/50	U4902 DIRECTOR, ADMINISTRATION	8	1.00	1.00	1.00	1.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	B000	000002	GF	U4305 DEPUTY DIRECTOR (EA)	8	1.00	1.00	1.00	1.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	B000	000003	GF	U4212 CHIEF ASSISTANT, BUDGET ADMNR	1	1.00	1.00	1.00	1.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	B000	000005	GF	07634 BUDGET ANALYST 5	8	1.00	1.00	1.00	1.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Position Reconciliation

Position reconciliation is the process of ensuring base positions and all associated information in the Nevada Executive Budget System (NEBS) accurately reflects your legislatively approved positions plus any Interim Finance Committee (IFC) approved position changes that occurred during the interim. Budget Division initiated position changes, sunseting or otherwise terminating positions need to be accounted for in your base position reconciliation.

Statutory/Administrative Authority

The authority for this request is implied in [NRS 353.150](#) through [NRS 353.246](#), the State Budget Act.

Application

The Budget Division has populated Agency Request in NEBS with the legislatively approved positions from the previous legislative session. This information was then merged with the payroll data from the Integrated Financial System (IFS) to determine the base positions and associated payroll costs as of January 29, 2016. After July 1st of the base year, the payroll data will be merged again so all incumbent payroll information is as current as possible and will reflect your legislatively approved budget.

You should confirm the accuracy of your Agency Request positions. If you discover an error in the base position download, contact your assigned Budget Division analyst to make any necessary adjustments. With the exception of position groups, your Budget Division analyst is the only person authorized to make changes to your base positions and payroll data. It is recommended that you e-mail your analyst with your position related changes, as this will provide documentation of your request and allow your analyst to follow-up accordingly.

Position reconciliation occurs in two phases. The **first phase reconciles the full-time equivalent (FTE) position count** to legislative action and verifies the position control number (PCN) to IFS. This is necessary because if the position does not exist in base, incumbent data will not be captured during the payroll merge in July. During **the second phase of the position reconciliation, you will not only reconcile the FTE count and verify the PCNs, but will also verify incumbent information** such as class code, grade, step, retirement code, and associated assessments.

Reconciliation Phase One

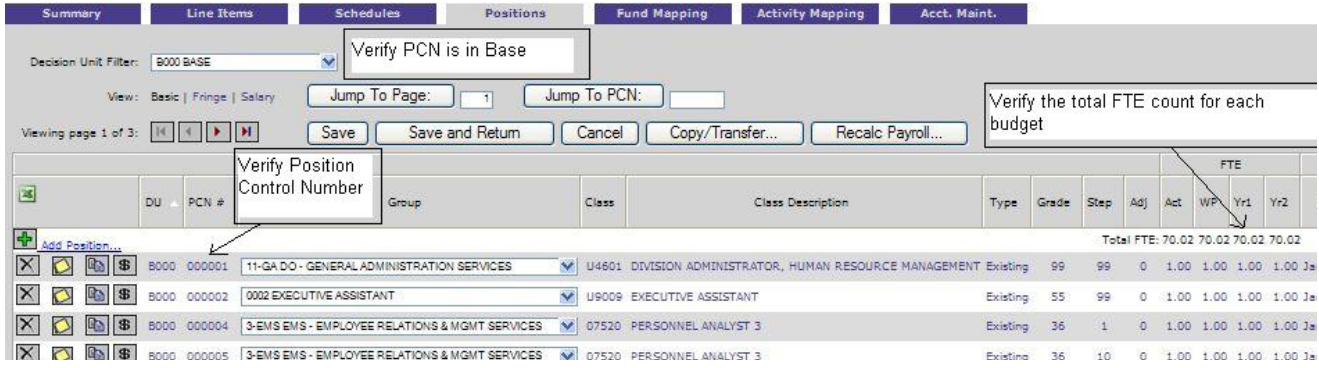
Must be completed prior to June 30th of the base year.

1. Verify the total FTE count is accurate. This should equal the count approved during the previous legislative session plus all IFC additions and deletions to the respective budgets. Be certain to:
 - a. Eliminate sunset positions and positions funded with expired grants or other expired funding sources.
 - b. Verify that the base FTE count does not include temporary, overlaps, seasonal, intermittent, or board positions.
 - c. Note: see Chapter 17 - ***New Positions, Application*** in the ***Outline of Workflow*** section of this budget manual for more information on any positions added during the interim with or without Interim Finance Committee approval.
2. Check NEBS PCNs against those in IFS/HR Data Warehouse. If there is a discrepancy, you need to advise your Budget Division analyst in writing of the correction needed no later than June 30th of the base year.

The sample shown on the following page highlights areas that need to be reviewed by agency staff for accuracy during Phase One.

Reconciliation Phase Two

Begin the second phase of your position reconciliation process once the Budget Division completes its final payroll download (approximately mid-July). Agencies will receive notification when the final download is complete. You need to finalize the position reconciliation prior to submitting your Agency Request to the Budget Division on or before September 1st. Phase Two of the position reconciliation includes the following steps:



1. Verify each employees' class code and position type. Be sure to review all reclassifications that have occurred during the interim period between sessions.
2. Verify the employees' grade and step.
3. Verify vacant positions are budgeted as grades 30 and under not to exceed step 4, grades 31 through 38 not to exceed step 7 and grades 39 and higher not to exceed step 10 with a retirement code of 1.
4. Verify the retirement code matches the class code. For example, if the class code is for a police/fire position, the retirement code should be the corresponding police/fire retirement code. The common codes are:
 - 1-Employee/Employer Paid
 - 2-Police/Fire Employee/Employer Paid
 - 8-Employer Paid
 - 9-Police/Fire Employer Paid
5. Verify the payroll and FTE assessments. A quick way to review this is to click on the Fringe View while in the position tab of NEBS or simply run the NEBS 130 payroll report. Pay close attention to the following items:
 - a. Non-classified positions should not be charged the Personnel Assessment.
 - b. The Federal Insurance Contributions Act (FICA) box should be unchecked for all positions.

5. Verify the "grouping" of the positions, which is a function you can perform. "Grouping" is simply a common denominator of multiple positions. For fund mapping purposes, it is recommended positions are grouped by funding source. Fund mapping by position groups is much easier than mapping each individual position. Refer to the [NEBS Manual](#) or Chapter 1 - [Accounts Maintenance](#), [Defining Position Groups](#), in the [Outline of Workflow](#) section of this budget manual for more information. The following are examples of some of the position grouping screens in NEBS.

Class Description	Ret	Act	WP	Yr1	Yr2	Yr1	Yr2	Partial	Ret.	WC	Pers Assmt	Unemp. Ins	Pyrl Assmt	Ret. Grp.	Medicare	FICA	AG Tort	Empl Bond
Total FTE: 93.00 94.00 94.00 94.00																		
ADMIN ASSISTANT 3	1	1.00	1.00	1.00	1.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SOCIAL WORK SUPERVISOR 1	1	1.00	1.00	1.00	1.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SOCIAL WORKER 2	8	1.00	1.00	1.00	1.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SOCIAL WORKER 2	8	0.51	0.51	0.51	0.51	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SOCIAL WORKER 2	8	0.49	0.49	0.49	0.49	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SOCIAL WORKER 2	8	1.00	1.00	1.00	1.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ADMIN ASSISTANT 3	1	1.00	1.00	1.00	1.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Home NEBS Reports Messages

Budget Account Version Position Group List

Budget Account Position Groups




Budget Period: 2007-2009 Biennium (FY08-09) Position Group Added

Budget Account: 1234 EXAMPLE OF AN AGENCY REQUEST BUDGET

Version: A00 AGENCY REQUEST AS SUBMITTED

Summary | **Line Items** | Schedules | Positions | Fund Mapping | Acct. Maint.

View : Decision Units | Categories | GLs | Position Groups | Assessment Settings

Code	Description
 Add a Position Group...	
 ABC	ABC GRANT PROGRAM
 ADMIN	DIRECTOR'S OFFICE - ADMINISTRATION
 CO	CORRECTIONAL OFFICERS
 FISCA	FISCAL DIVISION
 G1	DEFAULT GROUP

Done











Position Groups are added and described by selecting this option.

Summary | **Line Items** | Schedules | **Positions** | Fund Mapping | Activity Mapping

Decision Unit Filter: B000 BASE

View: Basic | Fringe | Salary Jump To Page: 1 Jump To PCN:

Viewing page 1 of 1: Save Save and Return Cancel Copy/Transfer... Recalc Payroll...

DU	PCN #	Group	Class	Class Description	Type	Grade	Step	Adj	Act	WP	Yr1	Yr2	FTE
 Add Position...													Total FTE: 1.51 1.51 1.51 1.51
   	B000 000001	A-FIS FISCAL	07643	PROGRAM OFFICER 3	Existing	35	10	0	1.00	1.00	1.00	1.00	3.00
   	B000 000003	A-FIS FISCAL	02221	ADMIN AID	Existing	21	6	0	0.51	0.51	0.51	0.51	3.00
 Add Position...		A-FIS FISCAL G1 CARSON CITY											Total FTE: 1.51 1.51 1.51 1.51

Viewing page 1 of 1: Save Save and Return Cancel Copy/Transfer... Recalc Payroll...

Use the Basic screen selection to quickly enter the Group codes

The drop down allows for quick selection of previously established Group codes.

Actual and Work Program Revenues and Expenditures

Nevada develops a biennial budget and estimates future biennial funding needs based on current ongoing actual revenues and expenditures. Since Nevada begins its budget building process for the next biennial budget period prior to the beginning of the second year of the current biennial budget (the work program year), the base budget for the coming biennium must be predicated on the even numbered year (the base year) of the current biennial budget. Therefore, it is imperative agencies edit their actual and work program amounts to ensure their base budget is as complete and accurate as possible.

Statutory/Administrative Authority

The authority for this request is implied in [NRS 353.150 through NRS 353.246](#), the State Budget Act. With each Agency Request budget submitted, the Budget Division requires agencies to edit their actual and work program year amounts in order to ensure agency budgets are sufficiently established and defined in the Nevada Executive Budget System (NEBS) prior to agencies developing their adjusted base budgets.

Application

“Actual” refers to a budget account’s total year-end revenues and expenditures for the even numbered fiscal year of a biennium preceding a legislative session, which is also referred to as the base year. The fiscal year 2016 actual revenues and expenditures will represent the initial base year budget. Work program refers to the revenues and expenditures authorized in the odd numbered year of the biennium preceding a legislative session (in this case, fiscal year 2017 legislatively approved budgeted amounts).

The Budget Division will load agencies’ base and work program legislatively approved budget figures into NEBS. The sample screen at the right illustrates how this data appears in the system in the Edit Actual/Work Program screen, which is found in the Line Item tab near the top of the page and to the right of the Decision Unit Filter.

Budget Account Line Items (Actuals/WP)
 Budget Period: 2013-2015 Biennium (FY14-15)
 Budget Account: 2560 NCVA - COMMISSIONER FOR VETERANS' AFFAIRS
 Version: WOO WOO FINAL

DU	Catg	GL	Description	Actual	Work Pgm
1					
B000	00	2501	APPROPRIATION CONTROL	1,581,224	1,505,181
B000	00	2510	REVERSIONS	0	0
B000	00	3731	CEMETERY/INTERMENT FEES	1,016,800	1,024,769
B000	01	5100	SALARIES	1,255,232	1,364,731
			ADJUSTMENT	-31,547	0

The Actual column is initially loaded with the agency's base year (even) legislatively approved budget information. The agency is required to update with actuals or projected actual information.

The Work Program column is loaded with the agency's legislatively approved budget information for the odd numbered fiscal year. This field will be updated by the agency to reflect the agencies latest revisions.

anticipated base expenditures for the end of the current fiscal year early in the budget building process. Use these projections until it is near the end of the fiscal year and final expenditure projections can be more accurately determined. In other words, it is not necessary to update expenditures for actuals periodically throughout the budget building process, but is better to enter the projected expenditures and then revise the amounts for large changes to projections when final expenditure projections are available for the base year.

It is imperative agencies use appropriate object codes (GL expenditures) assigned by the Controller’s Office when coding expenditures. Object codes that were not included in the legislatively approved budget, but are included in the agency’s projected base budget, will need to be included in the actuals, as will changes to object codes by the Controller’s Office. Journal vouchers should be processed to correct coding errors in expenditures to ensure your base budget is as accurate as possible.

The Data Warehouse for the State of Nevada (DAWN), which can be accessed at <http://dawn.state.nv.us:7778>,

Schedules | Positions | Mapping

Done Edit Actual/WP

Actual	Work Pgm	Year 1	Year 2	Change Comr
--------	----------	--------	--------	-------------

The base year amounts need to be adjusted in the Edit Actual/Work Program screen in NEBS to reflect the agency’s projected expenditures at the end of the current fiscal year. A suggested approach for this process is to enter the

Summary												
Line Items												
Audit Log												
Schedules												
Positions												
Fund Mapping												
Activity Mapping												
Acct. Maint.												
Decision Unit Filter: B000 BASE												
<input type="button" value="Save"/> <input type="button" value="Save and Return"/> <input type="button" value="Cancel"/> <input type="button" value="Edit Actual/WP"/>												
Delete	DU	Catg	GL	Description	Actual	Work Pgm	Year 1	Change	Year 2	Change	Change Comment	Schedule
	B000	04	7291	CELL PHONE/PAGER CHARGES	2,798	2,308	2,798		2,798			- None -
<input type="checkbox"/>	B000	04	7296	EITS LONG DISTANCE CHARGES	0	0	0		0			- None -
	B000	04	7300	DUES AND REGISTRATIONS	0	0	0		0			VENDOR SERVICES
	B000	04	7301	MEMBERSHIP DUES	800	1,150	800		800			VENDOR SERVICES
	B000	04	7302	REGISTRATION FEES	0	0	0		0			VENDOR SERVICES
	B000	04	7370	PUBLICATIONS AND PERIODICALS	1,924	2,687	1,924		1,924			VENDOR SERVICES
					0		440		440			VENDOR SERVICES
					51		46		46			VENDOR SERVICES
					0		488		488			- None -

Updates to "Actual" expenditures automatically carry over to the Year 1 and Year 2 columns in the NEBS base Line Items screen.

contains the most current information regarding year-to-date amounts. This data serves as the agency’s basis for the base year expenditure projections. As the base year “actual” data is updated in the Edit Actual/Work Program screen, NEBS will automatically reflect these changes in the corresponding base expenditure line item for Year 1 and Year 2 in the NEBS Line Item screen. The sample NEBS screen above illustrates this data flow.

As an added note when changing the legislatively approved figures to the projected actuals in the Actual/Work Program screen, remember the amount used for salaries in budgeting is equal to the salaries and leaves object codes in actuals. Budgeted salary amounts are the combination of object codes: 5100 - Salaries, 5610 - Sick Leaves, 5620 - Annual Leaves, 5640 - Comp Time Leaves, and 5650 - Other Leaves.

Once the actual expenditure amounts have been updated and edited for missing or incomplete data, and projected fiscal year-end expenditures through June 30th, then base year (actual) revenues need to be adjusted to balance to changes made to the expenditures. Revenues must be entered directly into the Line Item screen in NEBS for Year 1 and Year 2. Another change that will need to be reflected in the revenue adjustments is NEBS calculated payroll cost changes. Payroll-related object codes will be initially calculated based on the legislatively approved positions and related position information (position control number, class code, grade, step, benefits, etc.). Remember, due to the system calculation of the updated payroll-related line items, base budgets will initially be out of balance in NEBS.

A final download of base year actual revenue and expenditure amounts from the Statewide Integrated Financial System (IFS) will occur after the budget accounts are closed by the Controller’s Office in October. This will be the final adjustment to the agencies’ actual revenues and expenditures. The Budget Division will make the necessary adjustments to revenues based on inputs provided by

the agencies as necessary. Periodic updates of base year actual expenditures will not occur while agencies are developing their budgets in the Agency Request phase.

After completing the process of updating the actual, or base year information, the work program year revenue and expenditure authority must be adjusted. Remember, work program amounts loaded into NEBS reflect the agency’s fiscal year 2017 legislatively approved budget. This information must be updated to reflect any changes that may have occurred through the Interim Finance Committee (IFC) or Budget Division approved work program actions.

Summary of Actual and Work Program Revenues and Expenditures

- Legislatively approved budgets are loaded into NEBS for the base and work program years.
- Actual revenues and expenditures for the even numbered year preceding the legislative session represent the agency’s base budget amounts for the current biennium.
- Agencies must edit their base year revenue and expenditure amounts in their Agency Request budget to reflect their most current ending year estimates.
- The work program year (the odd numbered year preceding the legislative session) is the legislatively approved budget adjusted for work programs approved by the Budget Division or the IFC.
- The Budget Division will download final base year actual revenues and expenditures after the Controller’s Office closes budget accounts in October.

Projections: Revenues & Expenditures

Revenue projections forecast the amount of revenues that a government will have available to support operating costs and capital expenditures over a given period of time. Expenditure projections quantify the net financial resources required to meet specific needs for a specific period. Both revenue and expenditure projections may be limited to an individual receipt, program, or department, or may project total state receipts and expenditures. Additionally, these projections can be short or long-term in nature.

Purpose

The state budget process is the most important endeavor the Governor (supported by state agencies and the Budget Division) undertakes each biennium. Public policies and priorities cannot be implemented, vital state services cannot be provided, and state sponsored programs cannot be operated without adequate funding. The budget process provides an avenue in which public priorities on programs and spending can be appropriately defined, clearly presented, debated, and ultimately decided upon by the state's primary decision makers (the Governor and the Legislature). Comprehensive, precise, and reliable caseload, revenue, and expenditure projections are the cornerstones of the budget process.

Statutory/Administrative Authority

[NRS 353.150 through NRS 353.246](#), the State Budget Act.

The proposed budget must be supported by explanatory schedules or statements, classifying the expenditures contained therein by organizational units, objects and funds, and the income by organizational units, sources and funds.

Application

You must adjust revenues directly in the **Line Item** screen in NEBS. Those adjustments must reflect your most recent revenue projections and tie directly to your most current expenditure projections. It is critical that agency fiscal personnel work closely with the Budget Division and the Legislative Counsel Bureau Fiscal Analysis Division staff to ensure proposed changes in budget priorities and related expenditures sufficiently meet the constraints and limitations of the estimated funding resources (revenue projections).

The estimating of caseloads, revenues, and expenditures can be easy and straightforward or it can be extremely complicated and cumbersome. The amount of time and level of research and analysis that will be required in this process of the budget will be dependent upon several factors, including, but not limited to the following:

- Availability and quality of data
- Time
- Number of estimating variables (number and quantity of available funding sources, number of programs sharing those resources, program funding constraints or limitations, etc.)
- Required confidence level

When determining the appropriate methodology to use, consider the costs and benefits of more detailed and time consuming estimating techniques: will investing more time and resources into a complicated and detailed estimating methodology result in a significantly more reliable and useful projection? Will the results be worth the additional investment?

Revenue Projections

The methods used for projecting revenues vary and depend on the specific revenue source(s). Adjustments to Year 1 and Year 2 revenue projections should be made at the line item level in the base decision unit. Changes to revenue amounts are made through an M-150 adjustment **only** when a revenue source is used to balance adjustments to expenditures in the M-150 decision unit or if there is a need to eliminate a revenue source (and corresponding expenditures) that is anticipated to be one-time or no longer exists such as an allocation from the Interim Finance Committee Contingency Fund, elimination of a fee, etc. For federal grants, base revenue must be adjusted to cover all base salary costs for any position funded in whole or in part by the applicable grant. If adjustments are neces-

sary for a grant specific expenditure category, they must be made in the M-150 decision unit.

If you have documentation that the grant is going to increase or decrease from the most recent grant award, adjust your grant category accordingly to balance the grant revenue. Agencies should provide detailed calculations projecting the carryforward of any unspent authorizations in order to substantiate any projected federal revenues included in the agency budget submittal above or below the projected grant award amount for each fiscal year, including a reconciliation to the projected grant award amount. Verbal confirmation is not sufficient to justify an increase to your federal grant amount. In the absence of a final notice of grant award from your federal regulating agency, provide written notification from the granting agency indicating an increase to your award is forthcoming. Proper supporting documentation must be attached to your M-150 revenue object code in NEBS to support your request.

The General Fund appropriation for Agency Request must be budgeted in accordance with the Agency Request Appropriations Limit. General Fund revenues are projected at the statewide level by the Economic Forum ([NRS 353.228](#)) and are then balanced statewide to expenditures during the Governor Recommends phase of the budget process. If the Economic Forum projections exceed the General Fund needed for adjusted base and maintenance decision units, then the Governor may consider revising funding on enhancement decision units or include additional enhancements.

Budgeted revenue(s) should be reasonable estimates based on a sound methodology of amounts available in the respective fiscal years. ***It is not a balancing figure.*** Each revenue source should be projected separately, accounting for seasonal or other fluctuations in collections and for any rate changes approved for fees collected, federal participation rate changes, or funding criteria required by state or federal agencies, etc.

Expenditures

The method used for projecting expenditures depends on the specific expenditure category and line item (object code). For example:

- The number and types of positions requested may be based on approved staffing ratios for a specific program and caseloads (number of new clients).
- Projections for travel may be based on an average cost per FTE in the base year, or based on the actual calculation of each trip in accordance with approved per diem rates.
- Specific operating expenses (object codes) for new positions may be based on the average

cost per existing FTE in the base year; and/or may be schedule driven based on an approved rate per month per FTE.

- Rent would be based on the number of square feet needed times the average market price per square foot for the specific location or based upon average rent increase for previous fiscal years.
- Expenditures for caseloads may be based on the average cost per client for a service provided.
- Obtain recent estimates from vendors for each piece of equipment not listed in the NEBS drop down menu and attach to each line item.

Most agencies have already established accepted methodologies for estimating revenues and expenditures. If you are uncertain as to what methodology to use, or are proposing a new methodology, contact your assigned budget analyst.

General Considerations

The following are a few general considerations when determining the best estimating technique:

- A variety of forecasting methods are available. These techniques can be used to predict both revenues and expenditures.
- Always remember forecasts are only educated guesses that carry with them varying degrees of uncertainty. The imprecision of the estimates should always be communicated to decision makers.
- Even with the most sophisticated methods, subjective judgment is usually necessary in developing a projection. You will be required to apply personal experience with logic and historical knowledge to the methodology chosen.

For a majority of the revenues and expenditures, projections for the coming biennium may be as simple as base or base plus some small known adjustment for program stipulation. Others will require more sophisticated techniques requiring more time, research and analysis. The following is a discussion of some of the common types of estimating methodologies agencies may utilize in estimating revenues and expenditures.

Estimating Methodologies

Mathematical Methods

These methods use relatively simple mathematical calculations, such as moving averages, to discern trends and patterns for predictive purposes. A majority of the expenditure items such as federal grant revenues and fees with a known or fairly fixed caseload history; approved service contracts and lease agreements with established escalations; and FTE related expenditures (phone line, certain EITS services, etc.) may fall into one or more of these estimating categories:

Base and adjusted base - Some expenditures estimated in an agency's budget request will require no formal estimating methodology. The amount the agency expended in the base year is carried over to the agency's requested amount for the next biennium. Slight adjustments to the base amount may be needed to reflect adjustments for one-time expenditures or FTEs. Some examples may include costs associated with e-mail accounts, phone lines, telephones, and furnishing.

Many of your expenditure and revenue projections will be suited to this method of estimation. This method uses your base year expenditure, adjusted for one-time events, and adds or decreases that amount by some estimate factor, usually a percent based on historical data or a fixed known amount. Some examples of revenue and expenditure items that may be projected using this method include:

- Service fees
- Some service contracts and other operating expenses
- Lease payments
- Operating leases
- Uniform allowance
- Minor building improvements
- Some EITS services (i.e., non-utilization based such as long distance service, data wiring services, Master Service Agreement service)
- Membership fees

Example 1

Assume your base year amount for contracted janitorial services was \$5,000. Also assume the agency has contracted for this service from the same contractor for the past six years. The approved contract includes an annual escalation factor of 3 percent per year. Your projection for the coming biennium will resemble the following:

\$5,000 (Base Amount) x 1.03 = \$5,150 - Work Program Year
 \$5,150 (Work Program Year Amount) x 1.03 = \$5,305 - Year 1
 \$5,305 (Year 1 Amount) x 1.03 = \$5,464 - Year 2

Example 2

Assume your program is funded 75% federal funds and 25% matching state funds (General Funds). Your base year federal allocation was \$80,200. Also assume you will not know exactly how much federal funds your agency will be allocated until sometime in the first year of the coming biennium. However, the federal agency overseeing the grant program for your agency provides documentation that the next federal allocation will increase by \$7,200. Your projection for the coming biennium will resemble the following:

Federal Fund = \$80,200 + \$7,200 = \$87,400
 Total Funds = \$87,400 / .75 = \$116,533
 General Fund = \$116,533 x .25 = \$29,133

Unless federal funding levels change, this calculation is applicable for both Year 1 and Year 2.

In situations where your projection of revenues is predicted on indications from the federal regulating agency, attach documentation from that agency supporting the projection in NEBS.

Averaging - This method generally requires three to five years of historical data, normalized and adjusted for inflation, to develop an average value to represent future revenue and expenditure levels. As a general rule, the more historical data you have, the more dependable the average value is in determining future amounts. You need to be very careful in the interpretation of this general rule and may need to apply a significant amount of subjectivity and logical reasoning in determining the applicability of historical data to his/her projections.

For instance, assume you are attempting to project future expenditures for microfilming. Also assume that you have 10 years of historical data, adjusted for inflation and for one-time expenditures. Developing a 10-year average to estimate your need for the coming biennium will likely not be a reasonable estimate in this example. It may not be reasonable to assume that your operating environment from 10 years ago, or even five years ago, is reflective of your current operating environment. You find that four years ago, the agency microfilmed its records on an as-needed basis. Three years ago, the legislature approved a bill requiring your agency to microfilm more records on a regular basis. In this example, historical microfilming data older than four years would not be relevant to your current operating environment.

Research the operating environment under which historical data was derived and determine whether the data is reflective of the agency's current operational environment. Using averages without understanding the environment under which the historical data was derived could produce significantly misleading and inaccurate projections.

Average percent change - The average percent change method refers to historical data that may also be used to adjust base amounts. Use three to five years of historical data, normalized and adjusted for inflation to calculate the percent change from year-to-year and the weighted average percent change over the entire period. That weighted percent value is then applied to your base amount to arrive at a projected value. Again, as with the straight average value method, be careful to examine the environment under which the historical data was realized and determine if that is reflective of your agency's current operating environment.

Statistical Based Methods

Simple Linear and Non-Linear Regression - A linear regression analysis uses statistical relationships of single or multiple variables to extrapolate historical relational trends into the future. This method works well when you have a significant amount of historical data and a fairly stable future (little change expected in estimating parameters in the future). Caseload projections for established programs tend to be well suited for this type of estimating technique.

Time Series or Seasonal Analysis - Time series or seasonal analysis also uses statistical techniques, but makes projections based on historical patterns in the variable being forecast without much reference to fundamental driving variables. Compared to econometric analysis, time series methods need less data, usually only one data series (i.e., the one you want to predict), and are theoretically simpler. Explanations of a forecast are usually extensions of past trends, with no clear linkages to basic driving variables. There are a number of easy-to-use mainframe and PC-based software packages for time series analysis.

This is a common estimating technique for state programs exhibiting a strong caseload relationship to time or seasonal effects. For instance, the Nevada Department of Transportation may utilize seasonal adjustments to its projections for road maintenance and construction resources. These adjustments take into consideration resource levels needed during warmer months (high construction with low to moderate maintenance) versus winter months (low construction with high maintenance in the northern portion of the state for snow related operations).

Another example may be unemployment claim projections for the Department of Employment, Training, and Rehabilitation. Here, the agency may be able to show that unemployment rates in the January through March and August through October are historically higher than other months and directly relate to unemployment claim (caseload) patterns. Showing this relationship would allow the agency to adequately plan for higher resource needs in the peak months of February to April and September to No-

vember (allowing for a four week lag in effect) and lower or normal, ongoing resources in the other months of the year.

Econometric Analysis - Econometric analysis uses statistical methods to estimate the relationship between the predicted variable and known explanatory variables. If forecasts of the explanatory variables are available or can be generated, then the primary variable of concern can be forecast. Econometric analysis offers the greatest possibility for explaining a forecast using clear linkages to intuitive basic independent variables. However, proper application of econometric analysis requires more sophisticated training and data.

This estimating technique will rarely be used in agency projections of revenues and expenditures, but may be more applicable in performing complex caseload projections where state programs are constricted by various federal and state regulating factors and controls. Current mainframe and PC-based software packages make econometric analysis relatively easy to execute. The primary decision criteria here would be the need of such a detailed estimate and the availability of historical data.

Other Estimating Techniques

Ad Hoc Methods - Ad hoc methods refer to any approaches other than what has been previously discussed in this section. Ad hoc methods are usually required when there is not enough data or historical stability for more sophisticated techniques. If the fundamental economic, social, and institutional relationships underlying or driving a particular variable are shifting or unsure, more sophisticated techniques often prove inadequate.

Choosing the Technique

Variables with long and readily available historical data and stable estimating relationships with respect to economic, caseload, demographic, or policy drivers are very conducive to econometric, time series, and mathematical techniques. Projections of tax and non-tax (i.e., fees) revenue sources often, but not always, fit in this category.

As a variable's history (and data availability) shortens or as basic relational structural relationships become less stable, formal techniques such as econometric and time series analyses become less useful compared to mathematical and ad hoc techniques.

In summary, whatever technique or methodology you select, you must provide logical and compelling documentation to support your projections.

Outliers

An outlier is an observation that is numerically distant from the rest of the data. Outliers are often indicative of either a measurement error or an anomaly. Outliers should be researched to determine if an error exists or if unusual circumstances caused the data to be skewed. Typically, outliers are excluded from the calculation and should be noted as such.

Adjustments to Base

Adjustments to fiscal year 2018 (Year 1) and fiscal year 2019 (Year 2) amounts in the base decision unit (B000) are made through the M-150 decision unit to eliminate one-time expenditures incurred in fiscal year 2016 (base year), to eliminate programs that are no longer required or funded, to fully annualize costs only partially reflected in the base year budget, or to increase revenues and expenditures for ongoing programs that were not operational the entire base year.

Statutory/Administrative Authority

[NRS 353.211](#) requires the Chief of the Budget Division to provide to the LCB Fiscal Analysis Division, on or before December 31st of each even numbered year, each agency's adjusted base budget by budgetary account for the next two fiscal years. The adjusted base budget is the estimated cost for continuing the operation of state government, kindergarten through 12th grade education and higher public education at the current base year level of service. To meet statutory requirements, agencies are required to use decision unit M-150 to make base budget adjustments. The base budget combined with decision unit M-150 is known as the adjusted base budget for the coming biennium.

Application

The revenue and expenditure amounts populated in Year 1 and Year 2 of the base decision unit in NEBS represents the fiscal year 2016 legislatively approved revenue and expenditure amounts. ***Year 1 and Year 2 revenue amounts need to be updated at the line item level in the base decision unit.*** Year 1 and Year 2 expenditure amounts must represent base year projected year-end actuals and, once adjusted, can only be changed through an M-150 decision unit adjustment. The only exception is salary and fringe amounts.

The first step to making M-150 adjustments is to update the amounts found under the **Edit Actual / WP** screen in NEBS. This screen contains two columns, the **actual column** and the **work program column**. The initial amounts in the **actual** and **work program columns** represent the legislatively approved budget amounts for the base and odd-numbered fiscal year (after the base year). ***The actual column must be updated to base year projected year-end actual amounts for each category and GL.***

Only update the work program column if:

- Changes were made via a work program approved by the Budget Division and possibly the IFC.
- The agency is fee funded and must balance to reserve as a result of adjusting the balance forward amount.

Once the amounts in the actual and work program columns of the **Edit Actual / WP** screen have been updated and changes saved, process all schedules. Year 1 and 2 expenditure amounts will automatically update to represent base year projected year-end expenditure amounts. Amounts will be removed from the base decision unit with an M-150 adjustment for the following two reasons:

- They are either considered one-time expenditures (equipment schedule GLs) and must be requested through an enhancement decision unit.
- They are GLs that require the agency to itemize their base year expenditures through base line items (B000) in the schedules in order to retain the expenditures in the base year.

Next, review the revenue and expenditure amounts contained in the Year 1 and Year 2 columns of the base decision unit and determine whether adjustments are required.

Adjustments to Year 1 and Year 2 revenue amounts are made in the base decision unit at the line item level. Revenue adjustments are made through the M-150 decision unit **only** when a revenue source is used to balance expenditure adjustments in M-150 or if there is a need to eliminate a revenue source (and corresponding expenditures) that are one-time such as an allocation from the IFC Contingency Fund or the revenue no longer exists such as elimination of a fee. For federal grants, base revenue must be adjusted to cover all base salary costs for any position funded in whole or in part by the applicable grant. Grant specific expenditure category adjustments must be made in the M-150 decision unit.

	<input type="checkbox"/>	B000	01	5960	TERMINAL SICK LEAVE PAY	2,150	0	2,150	2,150	- None -		
	<input checked="" type="checkbox"/>	M150	01	5960	TERMINAL SICK LEAVE PAY	0	0	-2,150	0	-2,150	0	- None -

Decision Unit: M150 ADJUSTMENTS TO BASE
 GL: 5960 TERMINAL SICK LEAVE PAY
 Category: 01 PERSONNEL SERVICES

Basic Info **Additional Text**

Object Code Text: REC
 To eliminate terminal sick leave paid to an employee who left state service. This expenditure was one-time in nature.

As previously mentioned, salary and fringe amounts are the only exception with the calculated costs of the positions in the base decision unit as a result of the position attribute settings tied to each base position in NEBS, i.e., class code, grade, step, Medicare, retirement, etc.

Changes to salary and fringe amounts in the base decision unit can only be made by the Budget Division as a result of changes to the Basic/Fringe/Salary view of base positions. As part of the budget building process, agencies must reconcile the position attribute settings tied to each position in the base decision unit and notify your budget analyst in the Budget Division of required changes. The budget analyst in the Budget Division will recalculate payroll as a result of any changes they made to the position attributes settings, which will update the salary and fringe amounts in Year 1 and Year 2 of the base decision unit. This process is discussed in detail in the position reconciliation chapter.

M-150 decision unit adjustments are required under the following circumstances:

One-time expenditures occurred in the base year.

A one-time expenditure is defined as an expenditure not required on an ongoing basis which includes, but is not limited to, overtime, terminal employee leave payments, late fees, stale claims, one-shot appropriations, equipment, moving costs, start-up costs for new buildings or programs, legislatively mandated programs for elimination, etc. Review expenditure transactions using DAWN to determine which expenditures are not considered ongoing

and remove them from Year 1 and Year 2 through either a manual or system-generated M-150 decision unit adjustment in NEBS. Shown above is an example of a manual M-150 decision unit adjustment to remove terminal sick leave from Year 1 and Year 2 of the agency's base budget and also illustrates an adequate note justifying the adjustment.

An expenditure occurs every other year requiring either the elimination or addition of the cost in one year or the other.

For example, the Nevada Revised Statutes (NRS) were purchased by an agency in fiscal year 2014 and in fiscal year 2016 and are planned for purchase in fiscal year 2018. The agency's base budget includes the amount for the publication in both years of the base budget because the cost was incurred in the base year and NEBS automatically reflects base costs in both Year 1 and Year 2. Therefore, the agency must generate an M-150 adjustment through the vendor services schedule in NEBS to eliminate the cost of the publication in the odd year of the biennium. This example illustrates how to use the vendor services schedule in NEBS to remove an expenditure from the odd year of the biennium.

When the vendor schedule processes, an M-150 line item is generated removing the expenditure from Year 2 as shown above. Along with the schedule adjustment, agencies must explain the reason for the M-150 adjustment in a note at the line item level.

Version: A00 AGENCY REQUEST AS SUBMITTED

Schedule: VENDOR SERVICES

Schedule Details **Additional Text**

Status:

Vendor Schedule

Delete	Line #	DU	Catg	GL	Vendor Name	Actual	Work Prog.	Year 1	Year 2	
	1									
	<input type="checkbox"/>	1	B000	04	7370	NRS AND ADVANCED SHEETS	0	0	1,200	0

	B000	04	7370	PUBLICATIONS AND PERIODICALS	1,200	651	1,200	1,200	VENDOR SERVICES
	M150	04	7370	PUBLICATIONS AND PERIODICALS	0	0	0	-1,200	VENDOR SERVICES

Additional Text

Object Code Text ABC

To eliminate the cost to purchase the NRS and Advance Sheets in the odd year of the biennium. These are biennial publications the agency purchased during the even year of the biennium shortly after the close of the legislative session.

Ongoing programs not operational the entire base year, but will be fully operational throughout the upcoming biennium (annualization).

Examples include programs legislatively approved for an effective date later than July 1 of the base year, new programs and positions legislatively approved in the work program year, or programs approved by the IFC during the base year. Programs that started in October of the base year will need to be adjusted to add costs for July, August and September in Year 1 and Year 2 in order to appropriately reflect a whole year of costs for those programs

The following illustrates how to increase the base year utilization for phone lines through an M-150 decision unit adjustment using the Enterprise Information Technology Services (EITS) schedule in NEBS. Let's say, there are eight employees in the base budget. The base year utilization (or quantity) for telephone lines in the EITS schedule is 93.0680. In order to fund phone lines for eight employ-

ees, the agency's utilization for phone lines should be 96 (8 phone lines X 12 months - telephone costs are per line per month). The agency is short 2.932 months worth of one phone line due to four new positions that began in October of the base year and a vacancy that resulted in a phone line being disconnected for approximately nine months. To correct this, (1) insert an M-150 adjustment in the EITS schedule increasing the phone line utilization by 2.932 (2) the result is an M-150 decision unit line item (3) then, add justification through a note (as shown below).

Programs whose funding were discontinued in the base year, such as expired federal grants, or programs that sunset by legislative mandate.

Programs that sunset or are eliminated, grants that expire and all other operational costs that terminate **in the base year or work program year** should be adjusted out

EITS Schedule

							Budget Year 1					
Delete	Line #	DU	Catg	IT Service	GL	Unit of Measure	Act. Qty.	Quantity	Rate	Inflation	Total	Quantity
	3	B000	04	STATE PHONE LINE	7295	PER LINE PER MONTH	93.0680	93.0680	9.780000	185.21	910.21	93.0680
	6	M150	04	STATE PHONE LINE - Y1 \$9.78 Y2 \$9.81	7295	PER LINE PER MONTH	0.0000	2.9320	9.780000	5.83	28.67	2.9320
	8000	04	7295	EITS STATE PHONE LINE	725		561	725			725	EITS
	M150	04	7295	EITS STATE PHONE LINE	0		0	23			23	EITS

Decision Unit: M150 ADJUSTMENTS TO BASE

GL: 7295 EITS STATE PHONE LINE

Category: 04 OPERATING EXPENSES

Additional Text

Object Code Text ABC

3 To annualize phone line costs for four positions that began in October 2011 and to account for a phone line that was disconnected for approximately 9 months due to a vacancy. 4 positions x 3 months - 9.068 = 2.932 months. See the EITS schedule.

of the budget through an M-150 adjustment for Year 1 and Year 2. **Payroll costs must not be adjusted in M-150.**

An E-490 decision unit is used when programs sunset or are eliminated, grants expire and all other operational costs terminate **during Year 1 and Year 2 of the biennium.**

Coding errors in the recording of revenues and/or expenditures .

If a base revenue or expenditure amount was coded incorrectly in Advantage and a journal voucher was not submitted to correct the error prior to the fiscal year closing, a correction must be made to the Year 1 and Year 2 amounts through an M-150 adjustment.

There are two ways to generate M-150 decision unit adjustments in NEBS: *system-generated* or manual *user-generated*. System-generated M-150 line items are line items that NEBS generates as a result of information (or the lack of information) input into a schedule. User-generated M-150 line items are created by inserting a line item directly in the NEBS tab.

User-generated adjustments require a detailed explanation including calculations and methodologies used in determining the amount in a note at the line item level.

It is critical agencies provide complete explanations along with calculations for any adjustment made in the M-150 decision unit. Adjustments that are not sufficiently documented may not be included in the Governor Recommends phase of the budget process.

For example, an agency uses GL 7063 in Category 07 – Maintenance Buildings & Grounds, to cover costs associated with a monthly water treatment and preventative maintenance program from a contractor on the water chiller system at a Las Vegas facility. The current contract is \$12,000 annually. The base expenditure amount was \$42,000 due to a \$30,000 major repair to the central system. The agency made an M-150 decision unit adjustment to account for this one-time expense reducing the amount required for Year 1 and Year 2 in this GL to \$12,000 in the Vendor Services schedule. The following note describing the reason for the change is included:

The cost of a major repair to the central system in the base year of \$30,000 was removed as a one-time expenditure. Ongoing contract provides monthly water treatment and preventative maintenance program for a private vendor's water chiller system located at the Las Vegas facility. Current contract is \$12,000 annually or \$1,000 per month. The contract summary is attached.

The following is an example of an inadequate note that does not support the reason for the decrease:

The decrease is due to a repair on the central system.

Also, simply pasting in the definition of the GL straight out of the Controller's Accounting Policies and Procedures does not count as adequate documentation, nor does referencing the system generated schedule. Notes must clearly support the M-150 decision unit adjustment so the reviewer can understand why the adjustment is being made.

Schedule Generated M-150 Decision Unit Adjustments

The following schedules in NEBS will generate M-150 decision unit line items based on information input (or not input) into the schedules in NEBS:

Budget Account Schedules

- Caseload
- Vendor Services
- Uniform Allowance
- EITS
- Fleet Services Vehicles
- Agency Owned Vehicles
- Building Rent – Non-B&G
- Equipment
- Building Maintenance
- Staff Physicals
- Vacancy savings

Statewide Schedules

Agencies do not have access to statewide schedules. Schedule data is maintained by Budget Division analysts.

- Agency-owned property and contents insurance
- B&G-owned building rent

Department Schedules

- Departmental Cost Allocations

These schedules have specific GLs that are tied to them and adjustments cannot be made at the line item level. Attempting to use the following GLs at the line item level in NEBS will cause an error. Use the schedules to adjust the costs the GLs describe. The schedules will generate line items for these costs once data is entered in the schedule and processed. A list of schedule-specific GLs and the schedules to which they are tied are listed in [Schedule-Specific General Ledger Numbers](#).

All of the schedules listed previously will generate M-150 adjustments at the line item level to remove any expenditure tied to the GLs from the base decision unit.

Only those costs that should be retained in the base budget should be itemized in these schedules. If a cost no longer exists, then no action is necessary because NEBS already eliminated the expenditure from the base budget once the schedule was processed. This statement applies to system-generated M-150 decision unit adjustments only and the costs tied to the GLs that are schedule-driven.

The following is an example of how these schedules work:

An agency spent \$2,800 in contractual services in the base year. This amount was recorded in the Edit Actual / WP screen under category 04, GL 7060 causing the amount to be carried over into Year 1 and Year 2 of the base decision unit as illustrated below.

If the vendor schedule is processed in NEBS without entering any data in the vendor schedule, an M-150 line item will generate removing the \$2,800 from the base budget in Year 1 and Year 2 because the cost was not itemized in the schedule.

If a base line item is entered in the vendor schedule and that line item is tied to category 04, object 7060, with a cost of \$2,800 in both Year 1 and Year 2, then the schedule processes, no M-150 line item will generate because the exact cost was itemized in the vendor schedule in NEBS. If an existing contract's service rates are expected to increase by \$200, enter a base line item in the vendor schedule, tie that line item to category 04, object 7060, and enter a cost of \$3,000 in Year 1 and year 2, then NEBS will generate an M-150 line item for \$200 in Year 1 and Year 2 to reflect the increased costs.

It is important to note all line items inserted in schedules to itemize base year expenditures must reflect only costs to maintain services at the existing base level. New costs must be reflected in a separate maintenance or enhancement decision unit.

The best way to ensure the vendor schedule's accuracy is to correctly complete the actual column in the vendor schedule. An Excel template is available on the Budget Division's website to reconcile this column to actuals in Advantage.

The EITS Schedule

The EITS schedule is an exception to the way schedules function. For all other schedules, when the base year amount is updated and the schedule processes, NEBS will generate an M-150 line item for the difference between base year and amounts entered in the schedule.

The EITS schedule calculates the amount used based on the base year monthly utilization times the rate. EITS bills agencies based on their utilization for all EITS services with the exception of assessments (which are billed per FTE) and the following services that are billed based on tier levels:

- Web services
- Database hosting services
- Silvernet services



See the EITS web site (EITS.nv.gov) under the IT Service Catalog for a complete description of all EITS services and rates.

Processing the EITS schedule will populate base line items within the schedule that itemize each EITS service your agency paid for in the base year. If an agency did not pay for any EITS services in the base year, then no base line items will be populated in the schedule. If it did pay for EITS services in the base year, processing the schedule will make NEBS divide the actual year-end amounts by EITS's rates for those line items to calculate the amount of the service the agency used.

For example, let's say an agency spent \$2,000 in programmer charges in the base year and recorded \$2,000 in the **Edit Actual / WP** screen under category 26, GL 7510 (the GL used for programmer/developer costs). The rate for programmer charges in the base year was \$100 per hour. When the EITS schedule is processed, NEBS will populate a base line item in the schedule recording programmer utilization of 20 hours (\$2,000 actual divided by \$100 per hour). The Year 1 and Year 2 amounts in the EITS schedule under the base programmer line item will reflect the 20 hours of utilization multiplied by the rates for the service. If the programmer cost was a one-time expenditure, insert an M-150 line item in the EITS schedule eliminating the 20 hours of programming time from the schedule.

To ensure the EITS schedule is functioning properly and agencies are adequately budgeted for existing EITS services in the adjusted base budget, it is imperative to:

- Accurately project the year-end expenditures for each EITS service and enter them in the ac-

	B000	04	7060 CONTRACTS	2,800	2,800	2,800	2,800	VENDOR SERVICES
	M150	04	7060 CONTRACTS	0	0	-2,800	-2,800	VENDOR SERVICES

Version: A00 AGENCY REQUEST AS SUBMITTED
 Schedule: VENDOR SERVICES

Schedule Details **Additional Text**

Status:

Vendor Schedule

Delete	Line #	DU	Catg	GL	Vendor Name	Actual	Work Prog.	Year 1	Year 2
<input type="checkbox"/>	3	B000	04	7060	ABC Temporary Employment Services	0	0	3,000	3,000

tual column on the Edit Actual / WP screen using the correct GL for the EITS service.

- Thoroughly review the base year utilization in the EITS schedule and insert an M-150 decision unit line item in the schedule to record any increases or decreases to base year utilization to meet existing needs.
- Work with EITS staff to have concurrence on utilization.

Vacancy Savings (GL 5904)

Vacancy savings is a budgeting tool used by the Budget Division to estimate General Fund and Highway Fund savings by recognizing each agency has a certain amount of staffing turnover every year. Rather than tie money up in the personnel services category of each agency, an estimated value for turnover is calculated and budgeted allowing the money to be used for other things.

The Budget Division updates the vacancy savings table and calculates savings for those budgets with positions funded in whole or in part by the General Fund or the Highway Fund and those internal service fund budgets supported in whole or in part by the General Fund (such as the Division of Human Resource Management and the Enterprise IT Services Division).

The Vacancy Savings Schedule is located under the Schedules tab for each budget account.

Vacancy savings is applied as follows:

1. Vacancy savings includes the legislatively approved Year 2 amount as a starting point for Year 1 and Year 2.
2. In late July of the even numbered year, the Budget Division will upload vacancy data received from DHRM into the vacancy savings table. This is similar to uploading the payroll information in that revisions can only be completed by Budget Division analysts. Therefore, once this information is uploaded, your Budget Division analyst will work with you to update the vacancy savings calculation.

3. Budget Division analysts look at the total FTE count and ascertain whether consideration has been given to positions that were “phased in” where start dates are delayed beyond the July 1 regular start date. If a position started on October 1, for example, rather than July 1, it may skew the number of days available for occupancy. In addition, Budget Division analysts consider other factors that may cause the calculation to be overstated or understated.

4. NEBS has been programmed to apply percentages to the calculations based on the following criteria:

- **Agency budget accounts with 1-30 positions** plus Internal Service budget supported FTEs: 0 vacancy savings.
- **Agency budget accounts with 31-100 positions** plus Internal Service budgets supported FTEs: 25% of the vacancy percentage applied against the total salaries and fringes on the payroll worksheet.
- **Agency budget accounts with 101-200 positions** plus Internal Service budgets supported FTEs: 50% of the vacancy percentage applied against the total salaries and fringes on the payroll worksheet.
- **Agency budget accounts with 201 or more positions** plus Internal Service budgets supported FTEs: 75% of the vacancy percentage applied against the total salaries and fringes on the payroll worksheet.

5. Vacancy percentages are applied against total salary and fringe amounts only, which include the following GLs:

- 5100 Salaries
- 5200 Workers Compensation
- 5300 Retirement
- 5500 Group Insurance
- 5750 Retired Employees Group Insurance
- 5800 Unemployment Compensation
- 5840 Medicare
- 5841 Social Security

- In other words, the Adjusted Salary column for this calculation is reduced by the amounts budgeted for overtime, standby pay, shift differential, etc., before applying the percentage.
6. Vacancy savings are also applied for new positions requested in other decision units. The vacancy rate established for base positions will be applied to any maintenance or enhancement decision units requesting new positions.
 7. Once the Budget Division analyst has determined the vacancy savings amounts for the various decision units of each budget account, the calculations and amounts will be visible in NEBS. If there are special or unique circumstances that influenced the vacancy savings calculations, or if an agency believes the amount would place undue hardship on the budget account in the upcoming biennium, discuss the issue with your Budget Division analyst and provide documentation to substantiate any special situations. There may be room for adjustment; however, the decision rests with the Budget Division analyst and his or

her assessment of the documentation provided by the agency.¹

8. The vacancy savings calculations:
 - Total % Vacancy = Input from analyst;
 - Rate % = Total % Vacancy x Factor;
 - Adjusted Salary = NEBS populated value imported from the agency's salary amounts;
 - Gross Savings = Base Salary x Rate %;
 - General/Highway Fund Saving % = Analyst Input value;
 - Net Savings = Gross Savings x General/Highway Fund Savings %.
9. Within the Vacancy Savings tab, agencies are responsible for ensuring the validity/applicability of three vacancy savings data fields:
 - the applicable vacancy percent to use for the calculation. Generally, the percentage used is the one that appears to be most reasonable, which can be any of the percentages from the previous four years, an average of those years or some other calculation from those percentages.

Historical vacancy rates will be populated with the processing of the vacancy schedule

Text box provided for description of the standard vacancy savings methodology for the budget account. Check the "Use Std?" boxes below to indicate this standard methodology

Add link is used for attachments

You will be responsible for ensuring the validity of these 3 vacancy savings data fields. NEBS will calculate the remaining fields

Vacancy Saving Schedule

Budget Period: 2013-2015 Biennium (FY14-15)
 Budget Account: 1349 ADMINISTRATION - SPWD - BUILDINGS & GROUNDS
 Version: W9 DRAFT

Status: **IN PROGRESS**

FY 09 Vacancy: 6.31
 FY 10 Vacancy: 2.63
 FY 11 Vacancy: 6.31
 FY 12 Vacancy: 9.16
 Average: 6.1

Schedule Text and Standard Methodology [1000 char max]:
 Attachments - 0 attachments

General or "Standard" Methodology that applies to most of the vacancy savings calculations decision units. Those boxes not checked to indicate use of the standard methodology will require a specific note for that line entry.

Add...

Use Std?	DU	Total % Vacant	FY 14 FTE #	FY 14 Factor	FY 14 Rate %	FY 14 Adjusted Salary	FY 14 Gross Saving	FY 14 Gen/Hwy Saving %	FY 14 Net Saving	FY 15 FTE #	FY 15 Factor	FY 15 Rate %	FY 15 Adjusted Salary	FY 15 Gross Saving	FY 15 Gen/Hwy Saving %	FY 15 Net Saving
<input type="checkbox"/>	B000	2.78	61.25	75.00	2.09	3,881,512	81,124	100.00	81,124	61.25	75.00	2.09	3,975,194	83,082	100.00	83,082
<input type="checkbox"/>	E244	2.78	1.00	75.00	2.09	34,309	717	100.00	717	1.00	75.00	2.09	47,854	1,000	100.00	1,000
<input checked="" type="checkbox"/>	E248	2.78	-1.00	75.00	2.09	-122,325	-2,557	100.00	-2,557	-1.00	75.00	2.09	-123,774	-2,587	100.00	-2,587
<input type="checkbox"/>	E670	2.78	0.00	75.00	2.09	-122,979	-2,570	100.00	-2,570	0.00	75.00	2.09	-125,601	-2,625	100.00	-2,625
<input type="checkbox"/>	E671	2.78	0.00	75.00	2.09	-46,082	-962	100.00	-962	0.00	75.00	2.09	-77,970	-1,630	100.00	-1,630
<input checked="" type="checkbox"/>	E805	2.78	0.00	75.00	2.09	5,305	111	100.00	111	0.00	75.00	2.09	5,288	111	100.00	111
						FY 14	3,515,852									

1 Agencies may negotiate a different approach in lieu of vacancy savings where the net effect of the alternative will generate an overall budget savings. The goal is to provide the agency with the flexibility to meet its mission while at the same time reflecting a realistic budget requirement.

- the vacancy factor (based on FTE – the system will populate a number for this field, (but exceptions may apply requiring the analyst to adjust this value); and
 - the percent General / Highway Funds subject to the vacancy savings.
10. NEBS will calculate/populate the remainder of the fields in the schedule based on the July vacancy data collected from DHRM for each fiscal year.
11. The “standard” vacancy savings calculating methodology is indicated in the Schedule Text and Standard Methodology text box at the top of the screen by simply check the “Use Std?” box. For vacancy calculation lines that do not follow the “standard” methodology, a note **must** be completed for that decision unit indicating the calculating methodology used for that particular vacancy savings calculation. Attachments can be added in the vacancy savings table by clicking on the “Add...” link right below the schedule text box.

User-Generated (Manual) M-150 Decision Unit Line Items

User-generated M-150 decision unit adjustments are line items entered manually at the line item level in NEBS with the following steps:

1. Insert a line at the line item level.
2. Tie that item to the M-150 decision unit.
3. Tie the item to the category requiring an adjustment.
4. Enter the appropriate GL.
5. Enter the amount of the adjustment under the Year 1 and Year 2 columns

User-generated M-150 line items are tied to GLs that are not driven by a schedule. When you insert a line at the line item level in NEBS, click on the binocular icon next to the GL field to see a list of GLs you can apply to that line item. Only those GLs that are available for line item entry will be shown. If a schedule driven GL is entered, NEBS will reject it and prompt for a valid code.

All GLs that are schedule-driven are identified in this section and can be displayed by clicking on the binocular icon in the appropriate schedule.

A differentiation can also be made between whether an M-150 line item is system or user-generated by reviewing the schedule column. System-generated line items will identify the applicable schedule and user-generated will reflect none.

M-150 Decision Unit Adjustments Summary

- Can be user or system-generated depending on the GL.

- Requires a note that fully justifies the adjustment in both the line-item entry and schedule driven entry. Cost justification calculations may be included on the note or in a separate spreadsheet as applicable.
- Processing the schedules will remove certain amounts from the base decision unit through an M-150 decision unit adjustment because the amounts are either considered one-time (such as equipment schedule GLs) or they must be itemized through schedule driven base line items.
- Itemize in the schedules only those base year costs that should be retained in the base budget. If a cost no longer exists, then no action is necessary because NEBS will eliminate the expenditure from the base budget once the schedule is processed. This only applies to system-generated M-150 decision unit adjustments and the costs tied to schedule-driven GLs.
- All base line items inserted in schedules to itemize base year expenditures must reflect costs to maintain services at the existing level. Any new costs must be reflected in a maintenance or enhancement decision unit.

M-150 decision unit adjustments include, but are not limited to, the following:

- Remove one-time expenditures that may have occurred in the base year such as: overtime pay, comp time payoff, seasonal pay, shift differential pay, payroll adjustments, standby pay, dangerous duty pay, terminal employee leave payments, holiday pay, forfeited annual leave payoff, call back pay, moving costs, late fees, telephone data and wiring and plaques. Some agencies have been pre-authorized to retain certain costs in the base budget, such as overtime pay, standby pay, and call back pay. If your agency has not been legislatively approved to retain certain costs in the current biennium, you may not retain them in the base budget. Instead, these costs would need to be requested in an enhancement unit and must include a well thought-out detailed justification.
- Annualize utilities (if needed).
- Annualize partial-year expenditures.
- Annualize building rents that began in a month other than July (use the Building Rent-Non Buildings and Grounds schedule).
- Annualize worker-driven expenditures for employees phased in over the actual year such as rent, supplies, travel, etc. Annualization is not allowed for vacant positions.

- Annualize programs legislatively approved for an effective date later than July 1st.
- Annualize programs approved by the IFC during the base year.
- Remove or add expenditures that occur every other year such as biennial publications.
- Remove equipment greater than \$1,000, including hardware and software (done automatically through the equipment schedule). If agencies want ongoing equipment expenditures under \$1,000 retained in their base budget, they must justify them through a base line item in the equipment schedule. Refer to [Equipment, Application](#), in the **Outline of Workflow** section of these budget instructions for additional information.
- Remove one-shot appropriations.
- Remove start up costs.
- Remove allocations received from the IFC Contingency Fund.
- Remove stale claims paid in fee-funded accounts.
- Incorporate programs and positions legislatively approved in the work program year.
- Remove programs legislatively mandated for elimination.
- For those agencies subject to vacancy savings, the vacancy savings schedule will adjust the fiscal year 2018 and 2019 amounts in base budgets after the payroll and vacancy savings schedules are updated.
- Adjust the ongoing portion of deferred maintenance costs in category 95 - Deferred Facilities Maintenance of the base year and move them to category 07 - Maintenance of Buildings and Grounds or a special use category. Use the building maintenance schedule in NEBS to adjust for one-time or ongoing maintenance needs. *Note: deferred maintenance funding is project specific, so any funds remaining after project completion must be reverted.*

Costs Agencies Can Retain in the Base Budget

Certain costs can be retained in the base budget as ongoing costs if the agency *fully justifies* the expenditure in the base decision unit through a note at the line item level. These costs include:

- Overtime for pre-approved agencies such as public safety.
- Equipment repair.

- Buildings and Grounds Special Services.
- Equipment under \$1,000. The agency must justify and adjust base line items entered in the equipment schedule.

Note: There may be other costs that historically have been approved by the Budget Division and the Legislature which are retained in Base. These are on a case-by-case basis and specific to an agency or budget account. The methodology for these exceptions must be justified in a note or attachment in NEBS.

Costs Agencies Should Not Adjust

Agencies should not adjust for travel related expenditures due to increases in airfare or fuel prices and increases to utilities or postage. Those adjustments are considered inflationary in nature and will be made by the Budget Division through the M-100 decision unit if the Governor authorizes an adjustment.

Other Schedule-Driven Adjustments in NEBS

The table below includes a list of schedules and their related GLs that **DO NOT** generate M-150 line items. Note: Payroll schedule amounts in the base decision unit represent the adjusted base costs in Year 1 and Year 2. No adjustments are necessary for the payroll schedule GLs listed. The remaining schedules in the list will generate line items tied to the M-100 decision unit.

OBJECT CODE	DESCRIPTION	SCHEDULE OPERATION
PAYROLL SCHEDULE		
5100	Salaries	No adjustments to Base line items are made. The amounts in the Base decision unit represent year one and year two costs.
5101	University Salaries	
5200	Workers Compensation	
5300	Retirement	
5500	Group Insurance	
5750	Retired Employees Group Insurance	
5800	Unemployment Compensation	
5840	Medicare	
5841	Social Security	
7050	Employee Bond Insurance	
7054	Ag Tort Claim Assessment	
7392	DoIT Assessments	
5400	Personnel Assessment	
5700	Payroll Assessment	
PURCHASING ASSESSMENT SCHEDULE		
7393	Purchasing Assessment	
STATEWIDE COST ALLOCATION SCHEDULE		
9159	Statewide Cost Allocation	
ATTORNEY GENERAL ASSESSMENT SCHEDULE		
7391	Attorney General Cost Alloc	

Assessments and Full-Time Equivalent (FTE) Driven Costs

Assessments represent charges for services provided by various departments within the state to individual state agencies.

Statutory/Administrative Authority

The authority for this request is implied in [NRS 353.150](#) through [NRS 353.246](#), the State Budget Act, as well as, [NRS 284.115](#), Personnel and Payroll Assessments; [NRS 287.046](#), Retired Employees Group Insurance; [NRS 242.211](#), Enterprise Information Technology Services Division; and [NRS 333.450](#), Purchasing Assessment.

- Nevada System of Higher Education (NSHE)
- Public Employees Retirement System (PERS)
- Tahoe Regional Planning Agency (TRPA)
- Judicial Branch

Application

In preparing your biennial budget request, **do not** make any adjustments to the base year actual assessment amounts. Assessment amounts are schedule-driven in NEBS. Any changes made to the amounts will be done by the Budget Division in the M-100 decision unit. This decision unit is for Budget Division use only.

Employee Bond

Employee bond provides for loss caused by any fraudulent or dishonest act committed by an employee acting alone or with others. Employee bond is assessed by the Risk Management Division of the Department of Administration and is based on FTE positions in each state agency budget.

Personnel Related Assessments

Employee Tort

Employee tort is self-insurance for general liability claims (torts). A tort claim may be filed against the state for an incident or accident in which a state employee or agency has caused damages to another party. Employee tort is assessed by the Attorney General's Office based on FTE positions in each state agency budget.

Personnel Assessment

The personnel assessment represents an allocation to state agencies of the costs for the recruitment, examination, classification, compensation, and training functions of the Division of Human Resource Management (DHRM). The personnel assessment is allocated to each state agency as a specific percentage of the total gross salaries included in agencies' budgets. During Governor's Recommends phase these assessments are changing from a percentage of payroll basis to a per full-time equivalent (FTE). Non-classified employees are not charged an assessment.

Retired Employees Group Insurance (REGI)

REGI provides a centralized collection mechanism for the receipt of contributions made by each state entity for the benefit of all retired state employees. These contributions defray a portion of the individual insurance premiums for employees who retire from state government and elect to continue coverage in the state group insurance plan. The program is funded by an allocation to each state agency as a specific percentage of total gross salaries and covers all state agencies, boards, and commissions including the Judicial Branch, LCB, PERS and NSHE.

Payroll Assessment

The payroll assessment represents an allocation to state agencies of the costs for the central payroll function of the DHRM. The payroll assessment is allocated to each state agency as a specific percentage of the total gross salaries included in agencies' budgets. During Governor's Recommends phase these assessments are changing from a percentage of payroll basis to a per full-time equivalent (FTE). The following agencies do not pay the payroll assessment since they have their own payroll centers:

Enterprise Information Technology Services Division (EITS) Assessments

The EITS assessments represent allocations to state agencies of the costs of several statewide functions provided by the division. The allocated functions are categorized into two areas: infrastructure and security. Both functional areas included in the EITS assessments are allocated based on FTE positions in each state agency budget.

- Legislative Counsel Bureau (LCB)

Infrastructure Assessment

This assessment supports several units within EITS and is designed to more appropriately charge for the following services. The infrastructure assessment includes: Domain Name System (DNS) routing, help desk, state web portal, web page development, state toll free access, state on-line phone book, and state operator service.

- Centralized DNS servers route all incoming and outgoing web traffic.
- The EITS help desk serves all state agencies by providing one access point for all EITS services (e.g. mainframe security and passwords, e-mail accounts, billing questions, WAN outages, etc.) as well as help desk services for other Department of Administration divisions such as DHRM.
- The state web portal is the state's main web page and is the starting point for the general public and state staff to access the state web.
- The web page development unit provides a variety of web page development and support services for all agencies within the state, including constitutional officers.
- State toll free access provides an "800" number which is available to anyone to access the state operators.
- The state phone book is available on-line via the Internet and it provides a complete listing of all employees. The state phone book is routinely updated and has replaced the printed state directory.
- The state operator service supports full time state phone operators who answer calls from the general public and forward these calls to the appropriate department, agency, board, or commission.

Security Assessment

The security assessment is used to support all agencies in developing, implementing and maintaining agency specific IT security programs through security standards and procedures, backup and recovery plans, security profiles, risk mitigation plans, and disaster recovery plans. EITS staff will be versed in specific IT security disciplines such as telecommunications and network security, data security, web security, security administration, and contingency planning.

Purchasing Assessment

The purchasing assessment represents an allocation of the costs for the procurement and inventory services provided by the Purchasing Division to state agencies. The apportioned amounts are allocated to each agency based

on a combination of the number and complexity of requests for proposals, total dollar volume and number of transactions of purchases with Master Service Agreement vendors and weighted purchase order volume. This methodology will be phased in over four years and will be fully implemented for Fiscal Year 2020.

Summary of Assessments

(see also the Assessments and Full-Time Equivalent (FTE) appendix)

- Assessments represent charges for services provided by various departments within the state to individual state agencies.
- The personnel assessment represents an allocation to state agencies of the costs for the recruitment, examining, classification, compensation and training functions of the DHRM.
- The payroll assessment represents an allocation to state agencies of the costs for the central payroll function of the DHRM.
- Employee bond provides for loss caused by any fraudulent or dishonest act committed by an employee acting alone or with others.
- Employee tort is self-insurance for general liability claims (torts).
- REGI provides a centralized collection mechanism for the receipt of contributions made by each state entity for the benefit of all retired state employees.
- The EITS assessments represent allocations to state agencies of the costs of several statewide functions provided by the division. The allocated functions are categorized into two areas: infrastructure and security.
- The purchasing assessment represents an allocation of the costs for the procurement and inventory services provided by the Purchasing Division to state agencies.
- Uniform and tool allowances for those agencies legislatively authorized to include them.

Equipment

This section describes the process for adding equipment to your budget. Equipment is generally considered to consist of large, costly, durable items that are not permanently attached to a structure.

Definition

For the purpose of this section, items purchased as equipment must conform to ALL of the following criteria with the exception of computer equipment and software:

- Must have an anticipated useful life extending beyond one year
- Must not be consumed in use
- Must not be attached permanently as a non-movable fixture
- Must cost \$5,000 or more

Generally, the following items shall not be considered as equipment:

- Items that become part of a building or structure or permanently installed in a building
- Component part or parts of another equipment item or replacement part
- Items consumed in the performance of work
- Small hand tools

For budgeting purposes, ALL computer, printer, tablets, software, and video-conferencing equipment requests are considered equipment, and authority must be requested in category 26 via the NEBS Equipment Schedule.

Statutory/Administrative Authority

[Chapter 333](#) of the Nevada Revised Statutes, [Chapter 333](#) of the Nevada Administrative Code, and [Chapter 1500](#) of the State Administrative Manual.

Application

Equipment expenditures that occurred in the base year (even numbered year) and are contained in agency budgets are removed from Year 1 and Year 2 of the base decision unit in the NEBS through a system-generated M-150 line item. All equipment planned for purchase in Year 1 and Year 2, with the exception of common office equipment up to \$5,000, must be requested through a maintenance or enhancement decision unit using the equipment schedule in NEBS.

In order to retain equipment up to \$5,000 in the budget, you must insert a line item in the “other amounts” section of the equipment schedule in NEBS and tie it to the base decision unit.

The following illustrates how an agency inserted a base decision unit line item in the equipment schedule and attached a note to justify the need for the entry. When the schedule is processed, NEBS will remove the line item in the M-150 decision unit that zeroed out these expenditures

Schedule: EQUIPMENT

Schedule Details | **Additional Text**

Status: IN PROGRESS | Save | Save and Return | Cancel | Process Schedule...

Other Amounts

Delete	Line #	DU	Catg	GL	Description	Priority	Year 1			Year 2			
							Quantity	Rate	Total	Quantity	Rate	Total	
	1												
	1	8000	04	7460	EQUIPMENT UNDER \$*	1	1	2,356	2,356	1	2,356	2,356	
Other Amounts Total:										2,356	2,356		

Additional Text

Schedule Text: REC

Small office equipment under \$1,000 purchased in the Base year such as calculators, chairs, bookshelves, file cabinets, credenzas, desks, etc. that are used to replace, on a regular, as needed basis, existing furnishings for the agency's 26 employees.

Save | Save and Return | Cancel

from the agency's budget, allowing the agency to retain the costs in the base budget.

A good rule of thumb as to the allowable amount for equipment up to \$5,000 is a 3 to 5 year average. These calculations should be attached to or included in the note.

Replacement Equipment

Any equipment intended to replace existing equipment must be itemized in the equipment schedule in NEBS on individual line items that tie to E-710 series decision units. You must use the E-710 through E-719 decision units to request replacement equipment. The decision unit justification must include a detailed explanation as to why the equipment requires replacement and a replacement equipment schedule must be attached at the decision unit level in NEBS. A template is available on the Budget Division's website.

New Equipment

You must use E-720 through E-729 decision units to request new equipment that stands alone and doesn't have any other costs tied to the decision. For instance, E-720 decision unit is used to request a new conference table and chairs for a room that became available during the prior biennium.

Equipment for new staff, new programs, or any other specific decision, either in a maintenance or enhancement decision unit, must be included in the same decision unit as all other associated costs and not the E-720 decision unit. For example, an M-200 decision unit for new staff needed for caseload growth should include any equipment the new staff may need.

In another example, an agency requests a new program associated with one of the Governor's strategic priorities. Staff, travel, operating costs, equipment and all other expenditures associated with the program should be included in the same decision unit. Building decision units this way ensures all associated costs are funded if the program is implemented. Since some of your decision units might not be funded, breaking the costs of a program into separate decision units could create a situation of having staff with no equipment or equipment with no staff.

Equipment Schedule

The equipment schedule in NEBS contains two sections: "Equipment Schedule" and "Other Amounts."

The **Equipment Schedule section** provides a list of common equipment such as furniture, software, hardware

and vehicles in a drop-down format. If the equipment you need appears on the list, select it and tie the selection to a decision unit and category, enter a quantity in the applicable fiscal year, and process the schedule. It is important to note there are multiple options for equipment and software, so be sure to select the equipment option that appropriately addresses the agency's needs. NEBS will generate a line item for the total cost of the equipment. The object code is determined by NEBS based on your selection from the list.

The State Purchasing Division and the Enterprise Information Technology Services Division provide the costs of the items in the equipment schedule. The Budget Division normally will update rates in the Governor Recommends phase. No changes to the equipment rates will be made without notification being given to agencies through the message screen in NEBS. **Agencies are required to use this section of the schedule, in lieu of the "Other Amounts" section of the schedule as described below, unless they have specialized equipment needs and can justify the need to budget for equipment outside the common equipment listed.**

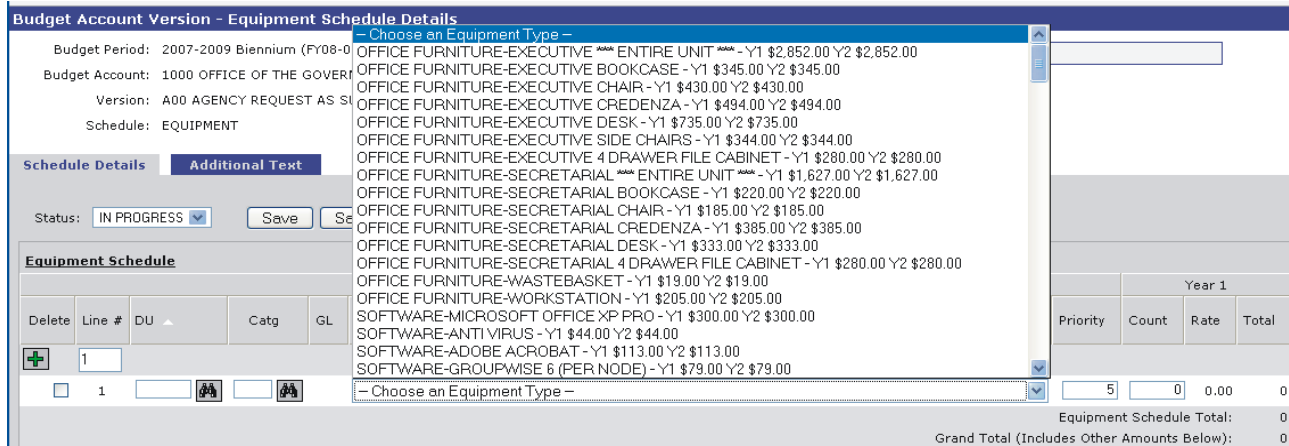
The second section of the equipment schedule, the **Other Amounts section**, provides agencies with specialized equipment needs a means to budget for them. This section should be used for building base equipment costs under \$1,000 back into the budget (see previous page) and to request specialized equipment not commonly used by all agencies.

Before processing the schedule, be certain to tie any specialized equipment to a decision unit, category, and object code (GL) and describe the item, the quantity, and the unit cost in the appropriate fiscal year. NEBS will generate a line item for the total cost of the equipment based on the information you provide.

Specialized equipment entered in the "other amounts" section of the equipment schedule requires a quote less than six months old from a vendor that must be attached to the line item. The quote must describe the item being requested and the estimated cost. You must fully justify and explain the need for the specialized equipment.

Automobile and Truck Purchases

You may request replacements for vehicles that are at least eight years old or over 100,000 miles for sedans and eight years or 125,000 miles for sport utility and full-sized pickups. NEBS lists some common vehicles ordered by agencies, but they are not the only vehicles available. Prices include many commonly ordered options, but may not include all the options you require. Prices are based on the model year of the base budget year. Agencies can



access the Purchasing Division’s vehicle price agreement at http://purchasing.state.nv.us/v_index.htm to determine more precise costs for the types of vehicles and options required.

It is important to note that some agencies may be subject to the requirements for purchasing alternative fuel vehicles pursuant to NRS 486A, NAC486A and SAM 1308. For additional information regarding this, please contact the Environmental Protection Division.

NOTE: When requesting new vehicles the Agency Owned Vehicle Schedule must also be completed with the appropriate decision unit to assure vehicle insurance is appropriately budgeted.

Office Furniture

Office equipment, eg., secretarial/executive units or workstations requested for new positions must be budgeted at the prices included in the equipment schedule in NEBS and must be included in the same decision unit as the new position. Secretarial or executive units are listed both as packages and individual furniture items in NEBS. Executive units should only be budgeted for Section Chiefs, Deputy Division Heads, Deputy Directors (Secondary Cabinet Member) or Directors (Cabinet Member). Typically, this would include grade 39 and above. Exceptions to this guideline must be justified at the decision unit level in NEBS. The pricing for packages are estimates from the Purchasing Division for either a cubical station, including panels, work surfaces, a built-in 2-drawer file cabinet and overhead bookcase/storage unit; or stand alone furniture including a desk, credenza, chair, four-drawer file cabinet, wastebasket, side chairs (only in the executive unit), bookcase, and workstation. All packages include a chair.

Hardware and Software Purchases

All computer hardware and software purchases requested in any decision unit must be itemized in the equipment schedule. When budgeting for a new computer, you must also budget for appropriate software.¹ When replacing computers, agencies can choose to replace the Personal Computer (PC) only. This option does not include the monitor replacement. Agencies can choose between a 3 year or 5 year warranty for this option. Please refer to Appendix Q - [Computer Hardware and Software Policy](#) in Section III - [Appendices](#)

Prioritization

Unlike previous years, prioritization of equipment is not needed and has been disabled in NEBS.

¹ All video conferencing equipment requested must be requested in category 26.

Facilities Maintenance

This section covers the steps necessary to provide for maintenance, improvement, and repairs to your agency's buildings in your budget request.

Scope of Facilities Maintenance

Facilities maintenance includes the cost associated with the maintenance of state and non-state owned buildings, where appropriate. This includes all routine and scheduled maintenance, building improvements, and repairs under \$100,000.

These are non-structural alterations that do not affect the safety of the building and do not change, in any manner, its structural elements. Non-structural alterations may be included in the agency's budget in a special expenditure category in a maintenance, M-425, or enhancement, E-730, or one-time decision unit, depending on the rationale driving the improvement(s).

All [State Public Works Division](#) (SPWD) statewide projects (CIP) will be requested in the Capital Improvement Program regardless of costs. SPWD statewide projects include all Americans with Disabilities Act (ADA), roofing, life safety, advance planning, paving, mold abatement, and indoor air quality projects. Projects that alter the path of egress (exiting) out of a building will also be requested in the CIP regardless of costs. Exiting is an important safety concern in our buildings.

Statutory/Administrative Authority

Minor remodeling, repairs, and maintenance work of a non-structural nature financed with agency operating funds and estimated to cost less than \$100,000 do not need the services of the SPWD and may be made by the agency controlling the building pursuant to [SAM 1908](#). These projects are not considered capital improvements and should be requested in the agency operating budgets in accordance with [SAM 2508](#).

SPWD is the agency responsible for assisting other state agencies with facility maintenance and construction improvements. Agencies implementing projects should be aware of the requirements of [NRS 338](#) and [NRS 341](#). All such projects must be bid and contracted in compliance with NRS 338. All such contracts require Attorney General approval. Agencies that do not have the appropriate contract documents and expertise for implementation of these projects should submit the project to SPWD as a CIP or an agency project.

Property conservation and loss prevention requirements used to properly and adequately budget for these costs are outlined in [SAM 0520](#).

Application

When requesting maintenance, especially as a form of justification for the request, the agency should refer to Facility Condition Analysis (FCA) reports where available. The reports are designed as a planning level document for agencies and SPWD to assess the needs of the facility and to help support requests for capital improvement projects. The reports can also be used to identify and justify facility deferred and regular maintenance needs. The final scope and estimate of any budget request should be developed by a qualified individual. Actual project costs will vary. The cost estimates reflected in the FCA reports are based on materials, labor, location factors, profit and overhead. The costs of project design, management, special testing and inspections, inflation and permitting fees are not included in the FCA reports. Cost estimates are derived from the R.S. Means Cost Estimating Guide and/or from comparable construction projects which are provided by SPWD project managers. It is also important to reference the date the FCA reports were generated as this may affect project costs due to inflation.

When using cost estimates from the FCA reports, be sure to add funds in your facilities maintenance budgets (M-425, E-730 and regular maintenance) to cover the costs for the design, plan check and inspection fees (permitting) which are not included in the FCA reports. Facilities maintenance is defined as renovations, additions, remodels, repairs, changes of use, equipment replacements and maintenance work.

If you are submitting a facilities maintenance budget you will need to add fees for SPWD inspection services and plan review. See [NAC 341.171](#) to calculate these fees.

- Expenditure category 07, category 95, or a special use category may be appropriately used to record all facilities maintenance costs for state owned and non-state owned buildings. This includes contracted services for facility maintenance, repair, and improvements. The following are common object codes (general ledger numbers) used within these categories:
 - 7060-7072 Contracts for services

- 7140-7149 Maintenance of buildings and grounds
- 7230-7231 Minor improvements - buildings/fixtures (less than \$10,000)
- 7960 Equipment rental (if applicable)

Specific or unique maintenance action items and building improvements in excess of \$100,000 should be requested as a state Capital Improvement Project (CIP) on the SPWD web site. See the CIP Chapter in this budget manual for information on developing a CIP request.

While remodeling, repairs and maintenance work under \$100,000 are not generally included in the CIP budget, remodeling projects on state land or land held in trust for any division of the state government must be reviewed by the SPWD to ensure code compliance through plan check and inspection services. Agencies requesting remodeling, repairs and maintenance work on state land, or land held in trust, must include in their request funding for required SPWD code compliance services, plan check, and inspection fees in addition to the cost of the remodel. Normally, when code compliance services are necessary, the agency will include a fee for obtaining stamped contract documents from an architect or an engineer.

Agencies that occupy buildings owned and managed by Building and Grounds (B&G) need to forward their CIP requests to B&G. Building and Grounds is responsible for the care, maintenance, and preservation of these state owned building and grounds per NRS 331.070. *You are required to estimate your facilities maintenance expenditures in three NEBS functional areas: Base Adjustments (via M-150 adjustments), requests for facilities deferred maintenance items within maintenance decision units (i.e., M-425), and requests for new maintenance in enhancement (i.e., E-730) decision units.*

Building Maintenance Schedule

The building maintenance schedule in NEBS contains two sections: “building maintenance” and “other amounts.”

The “**building maintenance schedule**” section provides a list of state owned buildings, rates for building envelope repairs, carpet cleaning, carpet replacement and deep cleaning of buildings and the estimate type.

Start by selecting the building where the maintenance is to be performed, the maintenance item and the estimate type. Tie the selection to a decision unit and category, enter the priority, number of people in the building, the frequency and square footage of the building applicable each fiscal year, and process the schedule. NEBS will generate a line item for the total cost of the maintenance items selected. The object code is determined by NEBS based on your selection from the list. The Budget Division does

not anticipate any changes to these rates in the Agency Request phase, but may update them in the Governor Recommends phase. No changes to the building maintenance rates will be made without notification being given to agencies through the message screen in NEBS. Agencies are required to use this section of the schedule, in lieu of the “other amounts” section of the schedule as described below, unless they have other maintenance needs not provided in this section.

The “other amounts” section provides agencies with a means of budgeting for building maintenance needs not covered in the “building maintenance schedule” section and should be used by any state agency responsible for the maintenance of their facilities. Deferred maintenance requests should be included in this section.

Building maintenance entered in the “other amounts” section of the equipment schedule requires a quote from a vendor that must be attached to the line item. The quote must describe the type of maintenance being requested and the estimated cost. You must fully justify and explain the need for all requests.

Adjustments to Base - M-150 Decision Unit

All one-time operating costs must be deleted in the M-150 decision unit. Examples of a one-time adjustment include:

- One-time cost for contract services (Board of Examiner (BOE) and/or non-BOE contractual services).
- Non-recurring building/grounds maintenance expenditures such as office remodel or modifications, limited roof repairs not expected to be repeated during the biennium, and the addition of building fixtures such as shelving or unique work station modifications, etc.
- One-time equipment rentals or repairs.

Closely examine your facilities expenditures to determine which expenditures are truly one-time versus those facility maintenance expenditures that are recurring in nature.

For instance, a \$10,000 maintenance expense to repair a leak in the roof would be considered a one-time maintenance expense since it would be unlikely that same expense or other similar major structural maintenance expense would reoccur in the next biennium. However, assume you spent \$6,500 to repair a major piece of equipment, like a generator, in the base year. While you may not repeat this particular repair in the coming biennium, your agency may have several other pieces of major equipment (large paper shredders, boilers, computing equipment,

etc.) that have required significant repair maintenance actions.

Overall, repair expenditures have been averaging \$20,000 per fiscal year. Based on your agency's historical maintenance repair expenditures, the repair to the generator in the base year could be viewed as part of your normally recurring annual equipment repair costs. It can be reasoned that, while the agency will not need to repair its generator again in the coming biennium, it will likely have other major repair needs associated with one or more pieces of equipment up to the \$20,000 average. Work with your budget analyst to make this one-time expenditure determination.

Maintenance Decision Units

Maintenance decision units, where applicable, may include expenditures reflecting the addition of new staff requested as a result of pre-approved caseloads, federal mandates, and court decrees *only*.

For instance, assume a new federal mandate calls for your agency to provide additional services and that two new employees will be required to handle the increased caseload. Unfortunately, in order to accommodate additional staff, your existing office space will need to be modified. In this case, the expense required to modify your office space should be budgeted in the M-500 series of decision units. Supporting documentation detailing your calculations and rationale for this expenditure must be provided with the agency's request.

M-425 Deferred Maintenance Decision Unit

Deferred maintenance refers to facility maintenance issues that have been set aside in favor of other projects or programs over multiple budget cycles and, as a result, contribute to an unhealthy or unsafe work environment for employees, clients, and the general public. Maintenance can be to buildings or equipment, and the repair action should ensure the building or equipment items last their intended life span. Total equipment replacements are not considered to be a part of this decision unit. These requests should be included in the Building Maintenance Schedule and quotes should be attached for each entry.

When an agency does not complete deferred maintenance that was requested and approved in a M-425 decision unit from a prior biennium, subsequent requests for funding to complete the previously approved deferred maintenance should be requested in a M-425 decision unit using the appropriate funding source.

Agencies that occupy buildings owned and managed by B&G need to forward their requests for maintenance proj-

ects directly to B&G and not include the request in their budget requests. Requests can be emailed to BandGCars-onCity@admin.nv.gov.

Classifications of M-425 Facilities Maintenance

The following are typical classifications of deferred maintenance issues an agency may identify. **Remember for a maintenance repair action to qualify for an M-425 decision unit, it must be a maintenance action item that has been deferred in previous biennia due to budget limitations.** If the maintenance action item does not meet this criterion, the item must be requested in either a maintenance decision unit, if it is caseload related, or an E-730 series enhancement decision unit.

Refer to the SPWD deferred maintenance web page for detailed information.

Building Envelope

The treatment and products on the exterior surfaces of a building envelope are a building's first defense against the weather and moisture infiltration. These treatments and products can include, but are not limited to, paint, stain, oil, water proofing, caulking, and gaskets on windows, doors, and fixtures. It is very important that agencies ensure the proper maintenance of the building envelope.

Carpet

Existing carpets should be cleaned every biennium using the following schedule:

- High traffic public service agencies - a minimum of once every year
- Human service agencies - a minimum of once every six months
- General office areas - a minimum of once every two years

Consideration should be given to replacing carpet every seven to ten years with proper justification, depending on the traffic.

Facilities Deep Cleaning

Agencies that have not had a deep cleaning performed of all building contents such as files, upholstered furniture, drapes, and hard to reach areas within the past two years should request funding for this project. Within this item the agency should insure that duct supply and return registers are cleaned.

Heating, Ventilation, and Air Conditioning (HVAC)

Agencies that have not cleaned their HVAC systems (coils, condensate pans, etc.) within the past two years need to request appropriate funding to meet these requirements. Buildings with changes in occupancy, with comfort issues, or that have undergone remodels may request HVAC systems to be rebalanced if issues are justified.

Water Treatment Maintenance

Costs associated with water treatment apply to facilities with boilers and chillers.

Proper chemical treatment of water involved with boilers and chillers will protect the expected life span of this equipment and will save energy. It is important that agencies ensure the equipment is properly maintained.

Roofing Maintenance

The roofs on all state buildings require annual maintenance, including both steep roofs and flat or low slope roofs, as well as those roofs that are under the state's 20-year warranty and preventative maintenance program. The following is a list of annual inspections and repairs of roofing items that should be budgeted by any state agency responsible for the maintenance of their facilities:

- Annual inspections and repairs to evaluate the metal counter flashing condition at walls, transitions, ventilation equipment and at parapet wall copings.
- Annual inspections and repairs to evaluate the condition of the drains and sealant at the drain bowl.
- Annual inspections and repairs to evaluate the sealant at the termination of the roof membrane at pipe penetrations, base flashings and metal-to-metal seals on copings and ventilation equipment.
- Annual inspections and repairs to evaluate the roofing membrane to determine if there is any owner abuse or miscellaneous damages.
- Quarterly inspections and repairs to determine if removal of leaves, branches, sand or dirt or any other debris that will impact the roof is necessary. This may be required more often in the fall if there are trees in close proximity to the building.
- Any repairs or alterations to the roofing system must be performed by the manufacturer's approved applicator.

Important: The sealant used on the edges of the roof membrane and metal counter flashings is not covered in the 20-year roofing warranty and routinely needs to be replaced as the caulking fails after extended exposure to the sun. Inspecting, maintaining, and replacing the sealant is the responsibility of the agency occupying the building and must be included in the Agency Request budget. If the sealant is not properly maintained, the roof warranty will be voided. For questions regarding cost estimates, contact SPWD at (775) 684-4141.

The SPWD must be notified immediately when **any roof leaks occur**. Roof leaks must be reported to the roofing membrane manufacturer within a certain time frame to maintain the warranty.

Enhancement Decision Units

Requests that are neither caseload driven nor deferred maintenance should be included as an Enhancement decision unit. This would include maintenance expenditures associated with new programs and expansion of existing programs. An E-730 series decision unit, Maintenance of B&G, has been established for agencies to request routine maintenance for existing facilities. The one-time decision units are for maintenance projects not planned to reoccur from biennium to biennium.

Rates

Three options exist to develop the basis for budgetary requests. They may be justified based on contractor quotations, in-house estimates or SPWD facility condition analysis reports.

Information Services

This section applies to any information technology service relating to the creation, maintenance, operation, or use of an electronic data management system. An information system is defined as any communications or computer equipment, computer software, procedures, personnel, or technology used to collect, process, distribute, or store information within the Executive Branch of the state.

Statutory/Administrative Authority

NRS 242 and SAM 1600. Additional Nevada information technology governance policies can be found on the Enterprise IT Services website at <http://it.nv.gov> under the “Governance” tab.

Application

NRS 242.071 created Enterprise Information Technology Services (EITS) for the coordinated, orderly, and economical processing of information in state government; to ensure economical use of information systems; and to prevent the unnecessary proliferation of IT-related equipment and personnel among the various state agencies. The purpose of the division is to perform information services for state agencies and to provide technical advice, but not administrative control of the information systems within the state agencies. NRS 242.131 charges the division with providing information system design services to state agencies and elected state officers as they may require. All Executive Branch agencies and elected state officers must use EITS services and equipment, except the following agencies may negotiate the services provided by EITS:

- The Court Administrator
- The Department of Motor Vehicles
- The Department of Transportation
- The Employment Security Division of the Department of Employment, Training and Rehabilitation
- The Department of Wildlife
- The Housing Division of the Department of Business and Industry
- The Legislative Counsel Bureau
- The State Controller
- The Gaming Control Board and Nevada Gaming Commission
- The Nevada System of Higher Education

For all other state agencies, EITS may review budget requests for information technology services, personnel, equipment, hardware, software, information systems, and communications systems in conjunction with the Budget Division (excluding expendable supplies) for technological feasibility and compliance with state technical standards. This review is technical in nature and does not imply a recommendation by EITS and does not assure inclusion in the Governor Recommends phase of the budget process.

EITS will also conduct a detailed review of requested utilization for EITS services which agencies budget in NEBS through the EITS schedule. When budgeting for EITS services, an agency must project the needs for those services for the coming biennium and demonstrate that projections are based on historical trends and actual need. EITS will assist the agency with this if necessary.

Accurate projections are essential as EITS’s budget is based on the statewide budgeted demand for their services. In addition, the total budgeted utilization is a factor in determining EITS rates. Inaccurate or incomplete utilization budgeted by agencies will not only affect the rates, but will also affect EITS’s ability to adequately fund their programs.

The following table lists the services offered by EITS. All non-telephone related EITS services must be budgeted in Category 26 except when an agency has a specialized category for expenditures tied to specialized programs or grants. Telephone related services must be charged to category 04 except when an agency has a specialized category for expenditures tied to specialized programs or grants. Each EITS service is assigned a specific GL that agencies are required to use when paying or budgeting for the expenditure. It is imperative that all base year expenditures are properly coded in order for EITS services to be correctly budgeted for the coming biennium.

GL	EITS Service	Description	Unit of Measure	NEBS Schedule
7292	Voice Mail	Voice mail service is a voice mailbox for users on the state PBX telephone system only. It is billed as incurred.	Per box per month	EITS
7294	Conference Calls	Conference calls may be established through the state operators. There is no charge for this service; however, any long distance cost incurred will be billed to the customer agency. Or the customer may establish a conference call directly through AT & T in which case the agency will be billed for the service directly by AT&T.	Aggregated per minute charge	None. Agencies budget for this costs at the line item level.
7295	State Phone Line	State phone line service is for lines used for telephone, fax or modem for users on the state PBX telephone system. It is billed as incurred.	Per line per month	EITS
7296	Long Distance	Long distance toll service is an aggregated per minute charge. This service refers to interstate, intrastate, or international long distance phone calls made through a commercial service provider. It is billed as incurred.	Aggregated per minute charge	None. Agencies budget for this cost at the line item level.
7297	800 Toll Free Service	800 type telephone service is an aggregated per minute charge for all inbound toll free calling to a designated 800 type telephone number. It is billed monthly as incurred.	Aggregated per minute charge	None. Agencies budget for this cost at the line item level.
7298	Phone Credit Card	Service discontinued in SFY16.	None	None
7509	PBX Network Access	PBX network access is a service for agencies that have their own Avaya telephone PBX. This service allows such agencies to have a voice network connection to the state telephone system allowing the using agencies to greatly reduce their intrastate toll charges. It is billed as incurred.	Per connection per month	EITS
7510	Programmer/ Developer	Software development services including maintenance and enhancement of existing software applications; development of new software information systems, software testing and product support; and technical documentation of software. Current technology platforms being utilized include JAVA, .NET, and COBOL. Billed as incurred.	Per hour charge	EITS
7511	Data Base Administrator	Database and technical information management services including administration and tuning of database management programs and systems, database support for new computer applications and designs, specialized data file management and support for database planning. Current databases that are supported are Microsoft SQL Server, MySQL, Oracle and IBM's DB2 relational databases. Billed as incurred.	Per hour charge	EITS
7515	Mainframe Services	Includes all mainframe services except Print Management. Mainframe services that were previously billed separately that are now included under this new service are: Batch, TSO (Time Sharing Option), CICS (Customer Information Control System, DB2 (DBMS – Data Base Management System), Tape I/O (Input – Output), Tape Storage, Disk I/O. Mainframe Service is billed monthly as incurred.	Per hour charge	EITS

GL	EITS Service	Description	Unit of Measure	NEBS Schedule																		
7528	Disk Storage	Disk or Direct Access Storage Devices (DASD) is available to all computer platforms hosted by the Computer Facility. DASD support provided to mainframe and UNIX is included in the Mainframe Services and UNIX Support rates. Virtual Server and Server Hosted customers that require additional disk storage may reserve the storage from EITS. User agencies are billed for all reserved space, including disk space actually consumed by data files, allocated volumes and space allocated to volume groups that are dedicated to a specific agency. Billed monthly as incurred.	Per GB per month	EITS																		
7529	Print Management	Provides hard-copy printout of information. Charge and is billed monthly as incurred.	Per 1,000 lines	EITS																		
7530	UNIX Support	As with mainframe support, the UNIX servers used to provide UNIX Support to the State of Nevada customers are the property of EITS. Billed monthly as incurred. Expenditure GL is 7530. Customer interested in hosting UNIX hardware at the Facility should refer to the Server Hosting section of this document. EITS provides technical service and support for UNIX servers and related hardware and software. Services include monitoring, data backup, disaster recovery, and performance tuning.	Per processor charge	EITS																		
7532	Web Services	This service applies to agencies that house a web site or web application on an EITS web server. The utilization ranges are tiered as follows: <table border="1" style="margin-left: 40px;"> <thead> <tr> <th colspan="3">Tier Ranges (Utilization in megabytes - MBs)</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>10 MBs</td> <td>Tier 1</td> </tr> <tr> <td>10 MBs</td> <td>100 MBs</td> <td>Tier 2</td> </tr> <tr> <td>100 MBs</td> <td>1,000 MBs</td> <td>Tier 3</td> </tr> <tr> <td>1,000 MBs</td> <td>10,000 MBs</td> <td>Tier 4</td> </tr> <tr> <td>10,000 MBs</td> <td>100,000 MBs</td> <td>Tier 5</td> </tr> </tbody> </table>	Tier Ranges (Utilization in megabytes - MBs)			0	10 MBs	Tier 1	10 MBs	100 MBs	Tier 2	100 MBs	1,000 MBs	Tier 3	1,000 MBs	10,000 MBs	Tier 4	10,000 MBs	100,000 MBs	Tier 5	Tiered charge of projected bytes transferred or received	EITS
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10,000 MBs	100,000 MBs	Tier 5																				
7533	E-mail Services	Enterprise e-mail accounts are provided and maintained for agency employees as requested. There is a maximum 100MB storage limit on the mail server per mailbox. As agency employees reach their limit they may archive to an Outlook PST file on the agency's own systems. The following value added services are available to every Customer, Common Address Book; Centralized Scheduling of Resources; Public folders; Privacy of Information and Security; Shared Calendaring and Appointment Scheduling; Web access to email from the internet / intranet; Secure wireless email connectivity via BlackBerry Enterprise Server; Self-service E-mail Password Recovery; Anti-Virus and SPAM filter protection; IM / Audio/Video Conferencing & Collaboration; Client to email server encryption; Encrypted email capabilities to meet NRS 597.970.	Per e-mail address per month	EITS																		
7535	Non-Server Hosting Basic	Environmental support for agency-owned non-server equipment (e.g. tape storage devices, network devices, SAN (storage area network), NAS (network attached storage), external storage arrays, etc). All equipment must be covered with vendor hardware maintenance. Non-Server Support is <i>a per device/per month charge and is billed monthly as incurred.</i> This service includes air conditioning, fire protection, electrical and backup emergency electrical service, raised flooring and racking to accommodate cabling, and security. All system and data management of non-server hosted systems will be the responsibility of the agency that owns the equipment.	Per device per month	EITS																		

GL	EITS Service	Description	Unit of Measure	NEBS Schedule																						
7536	Server Hosting-Basic	Environmental support for agency-owned servers. All equipment must be covered by vendor hardware maintenance. Specific monitoring, backup, and disaster recovery plans will be defined in a Service Level Agreement between EITS and the customer agency. This service includes air conditioning, cooling equipment for the CPUs, fire protection, electrical and backup emergency electrical service, raised flooring and racking to accommodate cabling, and security. All system and data management of basic hosted systems is the responsibility of the agency that owns the equipment.	Per server per month	EITS																						
7537	Server Hosting-Managed	Environmental support for agency-owned servers. All equipment must be covered by vendor hardware maintenance. Specific monitoring, backup, and disaster recovery plans will be defined in a Service Level Agreement between EITS and the customer agency. In addition to basic hosting this service includes: Monitoring - EITS will utilize a centralized monitoring tool to verify systems and/or services are up and running and will establish a notification protocol to alert agency staff of possible down systems. OS Security Patch Management - On a regularly scheduled basis EITS will apply critical security patches to each hosted server to ensure protection from OS vulnerabilities. Hardware Management – Through alert notification, EITS will manage hardware failures on hosted systems. Anti-Virus Management - EITS will provide anti-virus software and utilize a centralized AV console to ensure timely updates to new virus definitions.	Per server per month	EITS																						
7538	Server Hosting-Full	Environmental support for agency-owned servers. All equipment must be covered by vendor hardware maintenance. Specific monitoring, backup, and disaster recovery plans will be defined in a Service Level Agreement between EITS and the customer agency. In addition to managed hosting, this service includes: Data Backup - EITS will backup an agency’s entire server. Backup media is stored off-site. Retention time will be specified in a Service Level Agreement. Disaster Recovery - In case of a system failure, EITS will coordinate with the agency to restore/rebuild the environment. Details of Disaster Recovery will be specified in a Service Level Agreement.	Per server per month	EITS																						
7539	Database Hosting	Database Hosting Service allows a customer agency to run their databases in EITS SQL Server database servers housed at the EITS computer facility. Currently EITS has multiple SQL Server hosting environments available to customer agencies for production, test, development, and disaster recovery databases. The utilization ranges are tiered as follows: <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="2">Tier Ranges (Megabytes of storage)</th> </tr> </thead> <tbody> <tr> <td>0 - 10</td> <td>Tier 1</td> </tr> <tr> <td>10 - 100</td> <td>Tier 2</td> </tr> <tr> <td>100 - 1,000</td> <td>Tier 3</td> </tr> <tr> <td>1,000 - 10,000</td> <td>Tier 4</td> </tr> <tr> <td>10,000 - 100,000</td> <td>Tier 5</td> </tr> <tr> <td>100,000 - 1,000,000</td> <td>Tier 6</td> </tr> </tbody> </table>	Tier Ranges (Megabytes of storage)		0 - 10	Tier 1	10 - 100	Tier 2	100 - 1,000	Tier 3	1,000 - 10,000	Tier 4	10,000 - 100,000	Tier 5	100,000 - 1,000,000	Tier 6	Tiered charge based on megabytes of storage	EITS								
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7542	SilverNet Access	SilverNet is the state’s wide area network (WAN) used by agencies for connection between agency PCs and LANs, host computers and state application programs, and outside access to the Internet. The utilization ranges are tiered as follows: <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="2">Usage Tier</th> </tr> <tr> <th colspan="2">Usage: Gigabytes (GBs) or Terabytes (TBs)</th> </tr> </thead> <tbody> <tr> <td>0 to 40 GBs</td> <td>Tier 1</td> </tr> <tr> <td>40.01 to 80 GBs</td> <td>Tier 2</td> </tr> <tr> <td>80.01 to 160 GBs</td> <td>Tier 3</td> </tr> <tr> <td>160.01 to 320 GBs</td> <td>Tier 4</td> </tr> <tr> <td>320.01 to 640 GBs</td> <td>Tier 5</td> </tr> <tr> <td>640.01 to 1280 GBs (1.25 TBs)</td> <td>Tier 6</td> </tr> <tr> <td>1.25 TBs to 2.5 TBs</td> <td>Tier 7</td> </tr> <tr> <td>2.5 TBs to 4 TBs</td> <td>Tier 8</td> </tr> <tr> <td>4 TBs to 8+ TBs</td> <td>Tier 9</td> </tr> </tbody> </table>	Usage Tier		Usage: Gigabytes (GBs) or Terabytes (TBs)		0 to 40 GBs	Tier 1	40.01 to 80 GBs	Tier 2	80.01 to 160 GBs	Tier 3	160.01 to 320 GBs	Tier 4	320.01 to 640 GBs	Tier 5	640.01 to 1280 GBs (1.25 TBs)	Tier 6	1.25 TBs to 2.5 TBs	Tier 7	2.5 TBs to 4 TBs	Tier 8	4 TBs to 8+ TBs	Tier 9	Tiered charge based on usage pricing tier	EITS
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GL	EITS Service	Description	Unit of Measure	NEBS Schedule
7545	Virtual Private Network (VPN) Secure Link	Encrypting data between two points creating a "tunnel" between them creates a virtual private network (VPN). VPN access allows users to interact with the SilverNet through the public Internet. Unlike dial-up, VPN creates a point-to-point connection between your PC (via a modem) and an access server (modem server) inside the EITS private network through your internet service provider.	Per connection per month	EITS
7550	Site Space Rent	Rent for space is used to house and support agency owned communications equipment at remote sites. Site space is defined as the occupied space within an enclosed, environmentally controlled facility with a physical dimension of 2 feet in width, 2 feet in depth and 7 feet in height and includes the provision for one antenna mounted on a vertical support structure and power usage.	Per rack per year	EITS
7551	Channel Rent	Provides a dedicated 64 kbps circuit or channel designated specifically for the user agency and is used primarily for telephone and radio voice circuits, radio control, and remote site services. A standard or basic channel may be used to transmit voice (analog) or data communications (digital). All channels use at least two channel ends; however, some channels use more and requires additional equipment.	Per channel end per year	EITS
7552	DSI Circuit	DS1 circuit service provides a dedicated circuit capable of delivering 1.544 Mbs designed specifically for the using agency and is used primarily for high volume voice and data services.	Per circuit per month	EITS
7554	Infrastructure Assessment	For detail description – see EITS Assessments section of this chapter.	FTE	Payroll
7556	Security Assessment	For detail description – see EITS Assessments section of this chapter.	FTE	Payroll
7557	NCAS Card Readers	The enterprise Nevada Card Access System is utilized by state agencies that have installed a "keyless" card access control system. EITS provides the central server, software, and administrative support that allow agencies to program access control to their spaces.	Per card reader per month	EITS
7558	Virtual Server Hosting	EITS provides customers virtual servers in lieu of them purchasing a virtual server. Each virtual server will include all hardware and operating system costs and the following services: data backup and recovery, anti-virus, operating system patching, monitoring, high availability and disaster recovery. A "basic virtual server" 2GHZ processors, 2GBs of memory, and 40GBs of enterprise storage. Additional storage will be billed at the Disk Storage rate.	Per month per virtual server used.	EITS
Varies	Work Order Administration	This is a service discontinued in SFY16.	None	None

EITS Rates

The 2015-2017 budget instructions contained 39 different technology related services and corresponding rates. Recognizing the evolution of technology, EITS has combined server hosting services and consolidated several mainframe related services. EITS continues to work with the Department of Administration to identify the following for the upcoming biennium:

- Other service lines to be considered for consolidation
- New service line to be added
- Obsolete service lines to be eliminated
- Changes to the current infrastructure and security assessments

Federally imposed carryforward limits have been complicated by depreciation of equipment and capital purchases. This results in a rate revision after the fiscal year begins. The revision is necessary to cover cash flow needs but not exceed limits. This event is difficult for EITS to project and the agencies to support. EITS will meet with agencies to conduct a detailed utilization review to better calculate rates for various services. Better utilization projections will prevent future mid-biennium rate changes.

EITS Assessments

In addition to the charges for direct services, EITS also charges two assessments to cover the costs associated with the state's IT infrastructure and security systems. These assessments are based on the number of authorized full-time equivalent (FTE) positions in each budget account in order to support its administrative and enterprise functions. All agencies pay these assessments except those exempt by statute. Agencies must provide the statute exempting EITS services in order to receive the exemption in NEBS. The assessments are budgeted in category 26 and are calculated in NEBS when a user recalculates payroll. Agencies do not have the ability to adjust these amounts as they are payroll driven. Assessment rate changes will be managed by the Budget Division and updated during the *Governor Recommends* phase of the budget process.

Infrastructure Assessment

This assessment supports several units within EITS and is designed to more appropriately charge for the following indirect/support services: domain name system (DNS) routing, help desk, state web portal, web page development, state toll free access, state on-line phone book, and state operator service. Assessment to all agencies is based on FTE count and is billed monthly. A description of these services follows:

- Centralized DNS servers route all incoming and outgoing web traffic.
- EITS's Help Desk serves all state agencies by providing one access point for all EITS services (e.g. mainframe security and passwords, e-mail accounts, billing questions, WAN outages, NEATS, etc.)
- The state web portal is the state's main web page and is the starting point for the general public and state staff to access the state web.
- State list server facilitates delivery of messages to work groups and organizations both inside and outside state government. Examples of this include the distribution of press releases and advisories from the Governor's Office and distribution of time sensitive information regarding large projects that span multiple agencies.
- Capacity planning and management that ensures the state can anticipate future IT resource requirements and plan for sufficient computer and communication capacity in a cost-effective manner to meet the service need of all users.
- The web page development unit provides a variety of web page development and support services for all agencies within the state of Nevada, including constitutional offices.
- State toll free access provides an "800" number which is available to anyone to access the state operators. (This is intended to be used by state employee's while traveling to call their office.)
- The state phone book is available on-line via the Internet and it provides a complete listing of all employees. The state phone book is routinely updated and has replaced the printed state directory.
- The state operator service supports state phone operators who answer calls from the general public and forward these calls to the appropriate department, agency, board, or commission.

Security Assessment

The security assessment is used to cover costs establishing and administering a state information security program and to support all agencies in developing, implementing and maintaining agency specific IT security programs through establishment of statewide security policies, standards and procedures. Specific coordination, direction and support to the state is provided through conducting risk assessments with risk mitigation recommendations; information security plans; IT contingency plans; technical security architecture; security awareness training; and computer security incident response efforts.

EITS Schedule in NEBS

The amount of EITS services included in the agency's base budget is based on the amount the agency actually spent for those services divided by the rate in effect at the time of the expenditure to determine the utilization rate. This utilization rate is then multiplied by the new rates for the coming biennium. A detailed description of this calculation and the EITS schedule is included in Adjustments to Base of the Workflow section of this manual.

Carefully review EITS expenditures in the Edit/Actual WP screen in NEBS and make any necessary corrections. It is imperative that the agency uses the correct GL for each EITS service in the base year in order to receive adequate funding for EITS services in the coming biennium.

As discussed in the Adjustments to Base section, review the base year utilization rate calculated by the system and make any necessary adjustments to utilization rates in an M-150 line item within the EITS schedule.

For example, the agency has 10 employees with telephones and voice mail. These services are billed per employee per month - a typical employee would require 12 units of each service a year. The schedule generated a base line item of 105 units of telephone service and 100 units of voice mail service. Ten employees times 12 months equals 120; therefore, the utilization rate for both services should be 120 in each year of the biennium.

To correct a shortage, the agency would add an M-150 line item in the EITS schedule for telephones and enter an increase in utilization of 15. The agency would also add another M-150 line item for voice mail for an additional 20 units of service. The shortage in the base year was likely due to vacant positions (the agency wouldn't have paid for these services for vacant positions, thus the actual expenses were lower). Explain this in a note with the M-150 adjustments.¹

All M-150 adjustments require an explanation. If the agency is having difficulty with the calculations or are unsure of the utilization rate that should be included in the budget, contact EITS or the assigned Budget Analyst for help. Once again, accurate estimates of utilization are essential to ensure the agency is adequately funded for EITS services and that EITS will have adequate resources to accommodate statewide needs.

If the agency requires a new EITS service in the upcoming biennium that was not in the base year, or if the agency is building a maintenance or enhancement decision unit that requires funding for a EITS service, the agency must use the EITS schedule and tie that service to the maintenance or enhancement decision unit. For exam-

¹ The EITS schedule calculates utilization to the fourth decimal point; therefore, when adjusting utilization in the EITS schedule, enter units of service to the fourth decimal point when necessary.

ple, if the agency is requesting a new position in an E-175 decision unit, use the EITS schedule to budget for services such as e-mail, telephone, voice mail, etc. for the new position. Insert line items for each service into the EITS schedule, tie the line items to the E-175 decision unit, and enter a utilization amount. If the new position is requested to begin October 1st in the first year of the biennium and a telephone is required, the utilization for this service would be 9 (nine months of one telephone line) in the first year and 12 months (a full year of service for one line) in the second year.

The same calculation applies to e-mail and voice mail services. However, if the agency requires use of an EITS programmer tied to a maintenance or enhancement decision unit, the agency would enter a utilization based on the number of projected programming hours that will be needed (programming is a per hour billable service). Contact EITS whenever an estimate of utilization is made so both the agency and EITS agree on the needed amount. See the NEBS manual for more information on how the EITS schedule operates.

Tiered Services — SilverNet, Database Hosting, and Web Services

These services are budgeted based on the "tier" assigned by EITS.

For SilverNet, EITS determines the tier based on historical usage for the prior year. The tier assigned normally remains the same for the entire biennium. However, any significant anticipated change in Wide Area Network traffic should be discussed with EITS.

For database hosting, all databases must be listed in the line item note with the applicable tier. The tier level is based on current utilization. Contact EITS for current tier assignment, and to determine if any anticipated changes might impact the tier during the upcoming biennium. Also, identify any additions or deletions. For additions, EITS can assist with initial tier assignment.

For web services, web sites hosted by EITS must be listed in the line item note with the applicable tier. The tier level is based on historical usage over the prior biennium. The tier assigned remains the same for the entire biennium. Also, identify any additions or deletions. For new web sites, EITS assigns the tier for the biennium.

Agency Projected Utilization Reporting Requirements

All agencies must have the EITS schedule updated by **the third Friday in July in the even numbered year of the biennium** for all maintenance and enhancement decision units. Approximately mid-July, the Budget Division

will send EITS an extract of the NEBS EITS schedule. EITS will confirm the reported utilization in NEBS is accurate and/or reasonable. If, upon review, EITS recommends changes, the agency must adjust the budget using the applicable NEBS schedules. Any utilizations added, deleted or changed after the EITS utilization deadline posted in the budget instructions, must be approved by the Budget Division and EITS. EITS's approval of NEBS 900 reports are not required. Additionally, the previously required "M" forms are no longer required. The NEBS 900 reports should be used as an internal tool. Each section is described below.

Section A - New or Replacement Software and Hardware Requests

The IT related hardware and software built into your budget request using the Equipment schedule in NEBS. Projected prices for commonly requested IT related hardware and software are included in the schedule. The Budget Division may adjust prices during the Governor Recommends phase of the budget building process.

Section B - Hourly Billable Services for Information Technology Labor

The EITS programmers and database administrators, built into your budget request using the EITS schedule.

Section C - Computer Facility Services, Internet, Server, and Application

The various Computer Facility services you built into your budget request using the EITS schedule and web services and database hosting cost allocation schedules.

Section D - SilverNet Wide Area Network Services

The costs for establishing and maintaining connectivity to the state's SilverNet Data Communications Network you built into your budget request with the EITS schedule and Silvernet cost allocation schedule.

Section E - Telephone Service, System and Communication Wiring (Voice and Data)

The telecommunications and data wiring costs built into your budget request using the EITS schedule and by line item entry of non-schedule driven expenses (long distance, 800 toll free, conference call, work order administration).

Section F - Network Transport Services (Radio Microwave)

The communication systems support services and mobile communication ("two-way radio") services requested in your budget from the EITS schedule. This includes space in communication sites for individual agency radio equipment, dedicated communication circuits (microwave channels) for supporting mobile communication systems and high speed data; coordination of mobile communication plans and service requests; and related communication, engineering, and maintenance services.

Section G - Summary of EITS Utilization by Decision Unit

Summarizes the utilization requested for EITS services using the various schedules in NEBS and reported in the various sections of the NEBS900 report described above.

Contact EITS with any questions regarding EITS services or utilization projections. EITS's main number is (775) 684-5800.

Settings for: NEBS900 EITS Projected Utilization Reports

Budget Period: 2013-2015 Biennium (FY14-15) ▼

Budget Account Method: Single Multiple By Analyst

Budget Account: 1340 ADMINISTRATION - BUDGET AND PLANNING (Inquiry) ▼

Version: L01 LEGISLATIVELY APPROVED ▼

Include Schedule Text:

Include Sections:

- A - New or Replacement Software and HardWare
- B - Hourly Billable Services for Information Technology Labor
- C - Computer Facility Services/Internet/Server and Application Hosting
- D - Silvernet Wide Area Network Service
- E - Telephone Service, System and Communication Wiring (Voice and Data)
- F - Network Transport Services (Radio Microwave)
- G - Summary of EITS Utilization by Decision Unit

Uniform Allowance

Nevada state employees who are required to wear a uniform are entitled to receive a uniform allowance. The allowance is equal to the cost of the uniform as well as any accessories such as whistles, flashlights, and handcuffs. The budgeted uniform allowance can be delivered as a payroll check, a voucher, or by direct agency issue. Each agency should budget for the total cost of the uniform allowance regardless of the method used to deliver that allowance.

Statutory/Administrative Authority

The 1985 Legislature created NRS 281.121 to ensure that state employees who require uniforms for their employment are able to acquire them via a uniform allowance. Departments who are currently legislatively authorized for the uniform allowance are:

- Commission on Peace Officers' Standards & Training
- Department of Tourism and Cultural Affairs
Museums and History
- Department of Health and Human Services
Division of Child and Family Services
- Department of Corrections
- Department of Administration
State Public Works Division
- Department of Agriculture
- Department of Public Safety
- Department of Wildlife
- Department of Conservation and Natural Resources
State Parks Division
Forestry Division
State Lands Division
- Department of Motor Vehicles
- Office of the Military
- Department of Veteran's Services
- Department of Business and Industry
Nevada Transportation Authority
Taxicab Authority
- Colorado River Commission

Application

Agencies are required to use the Uniform Allowance Schedule in NEBS (unless an exemption is provided by the Budget Division).

Uniform allowance amounts and eligible items are determined based on a negotiation process between the individual agencies and the Budget Division. The individual

agencies submit the requirements of the uniformed staff and associated costs. Some examples of items that are funded may include boots, shoes, specific shirt and slack styles and colors, patches, badges, handcuffs, neckties, hats, jackets, leather duty belts, handcuff cases, chevrons, service stripes, gloves, warm-up suits, holsters, radio holders, baton holders, coveralls, rain gear, swim wear, flashlight holders, whistles, and metal name tags. These rate negotiations occur between March and June prior to submitting Agency Request. Upon completion of the rate negotiations, the uniform packages and corresponding rates are entered into the Uniform Allowance Schedule in NEBS by Budget Division staff for agency use in the budget building process. Agencies should attach their agency uniform policy and negotiated uniform spreadsheet at the schedule level.

The negotiated Uniform Allowance consists of two components: replacement costs and new costs. The new costs of a uniform are based on information provided by the agency in addition to a review of existing statewide/agency specific contracts, which have been completed under the auspices of the State Purchasing Division. The replacement costs are then based on the new costs divided by the life expectancy of each item.

Budgeting for the Uniform Allowance is done in category 01, Personnel Services, or category 29, Uniform Allowance. Category 01 is for cash payments made to employees via the payroll system and represents expenses for items that have a customized feature to the specific employee (i.e., uniform shirts, slacks, or shoes). Category 29 is for items purchased directly by the agency and/or for the agencies that have implemented the voucher system to fund items that are less personalized (i.e., leather pouches, flashlights, handcuffs, etc.).

There are several advantages to using the Uniform Allowance category rather than the agency issuing a payroll check through the Personnel Services category. If the agency does the procuring directly, uniforms and accessories are exempt from the payroll federal income tax (FIT), Medicare payroll assessment, and the state sales tax because the State is making the purchase as opposed to the

Schedule: UNIFORM ALLOWANCE

Schedule Details Additional Text

Status: N/A Save Save and Return Cancel Process Schedule...

Uniform Schedule

Delete	Line #	DU	Catg	GL	Uniform Type	Budget Year 1			Budget Year 2		
						Count	Rate	Total	Count	Rate	Total
	1										
	1	B000	29	7170	44012 NDOC CO CLASS A REPLACE	250	27.48	6,870	250	27.48	6,870
	2	B000	29	7170	44032 NDOC CO CLASS C REPLACE	250	443.70	110,925	250	443.70	110,925
Uniform Schedule Total:						117,795			117,795		

This indicates a "Base Adjustment" transaction.

This is the uniform selection from the drop down menu.

This is the number of qualified uniformed staff in the "Base" year.

individual employee. Additionally, the agency will be able to take advantage of volume purchase pricing with applicable discounts, the uniforms will be more standardized, and the dress code will be easier to enforce.

Adjusted Base Budget

When building the Agency Request Uniform Allowance, the agency uses the schedule established in NEBS and enters the total number of FTE positions who qualify for each uniform type (i.e., ranger, correctional officer, maintenance worker, lifeguard, etc.). *All uniform qualified employees, including vacant positions, are to be*

budgeted annually for replacement uniforms. Therefore, if an agency has a uniformed staff of 250, the agency would budget for 250 replacement uniforms in both years of the biennium. This is illustrated in the NEBS sample screen above.

In addition, a documented turnover factor for uniformed staff should be entered as new FTEs, which is based on the turnover factor for the different uniformed staff in the base year. If the agency has a uniformed staff of 250 and an estimated turnover rate of 11% for the class code, the agency would budget for 28 new uniforms ($250 \times 11\% = 27.5$) in both years of the biennium. In this case, the NEBS Uniform Schedule would be completed as shown below:

Schedule: UNIFORM ALLOWANCE

Schedule Details Additional Text

Status: N/A Save Save and Return Cancel Process Schedule...

Uniform Schedule

Delete	Line #	DU	Catg	GL	Uniform Type	Budget Year 1			Budget Year 2		
						Count	Rate	Total	Count	Rate	Total
	1										
	1	B000	29	7170	44012 NDOC CO CLASS A REPLACE	250	27.48	6,870	250	27.48	6,870
	2	B000	29	7170	44032 NDOC CO CLASS C REPLACE	250	443.70	110,925	250	443.70	110,925
	3	B000	29	7170	44011 NDOC CO CLASS A NEW	28	104.40	2,923	28	104.40	2,923
	4	B000	29	7170	44031 NDOC CO CLASS C NEW	28	670.87	18,784	28	670.87	18,784
Uniform Schedule Total:						139,503			139,503		

This indicates a "Base Adjustment" transaction.

This is the Uniform selection from the drop-down menu.

This is the Uniform selection from the drop-down menu.

The total Uniform Allowance request in this adjusted base example is the total number of continuing FTE uniformed positions, 250, plus 28 new FTEs due to the turnover factor. The NEBS schedule has a space for indicating which category is appropriate: Category 29 for agency-issued and voucher system and category 01 for cash payment to employees. In our example, the agency purchases all of the uniforms for its employees, thus category 29 is the correct usage category.

Schedule: UNIFORM ALLOWANCE

Schedule Details Additional Text

Status: N/A Save Save and Return Cancel Process Schedule...

Uniform Schedule

Delete	Line #	DU	Catg	GL	Uniform Type	Budget Year 1			Budget Year 2			
						Count	Rate	Total	Count	Rate	Total	
+	1											
	1	B000	29	7171	44091 NDOC MAINTENANCE STAFF NEW	250	527.16	131,790	250	527.16	131,790	
	2	B000	29	7170	44032 NDOC CO CLASS C REPLACE	250	443.70	110,925	250	443.70	110,925	
	3	B000	29	7170	44011 NDOC CO CLASS A NEW	28	104.40	2,923	28	104.40	2,923	
	4	B000	29	7170	44031 NDOC CO CLASS C NEW	28	670.87	18,784	28	670.87	18,784	
	5	M200	29	7170	44011 NDOC CO CLASS A NEW	25	104.40	2,610	3	104.40	313	
	6	M200	29	7170	44012 NDOC CO CLASS A REPLACE	0	27.48	0	25	27.48	687	
Uniform Schedule Total:						267,033			265,423			

Indicates whether the decision unit is Maintenance an Enhancement.

Uniform selection from the drop-down menu.

The number of new employees requested in the decision unit.

The calculated number of new employees based on the estimated employee turnover rate.

Maintenance/Enhancement Decision Units

The Uniform Allowance schedule will also be used when a new position is requested in either a maintenance or enhancement decision unit (the position must be of a class code that is eligible for a uniform). In the first year, a new uniform would be requested for each new employee and in the second year a replacement uniform amount would be requested. If there are sufficient new positions in the first year that could possibly be impacted by the turnover rate for the second year, the second year should also be budgeted for the new employees. For example, the decision unit requests 25 new positions in year one. Therefore, 25 new uniforms are requested in year one of the biennium and 25 replacement uniforms are requested in year two. In addition, the turnover rate is 11%; therefore, 3.0 positions (25 X 11% = 2.75) should be requested for new uniforms in the second year of the decision unit. This is illustrated in the NEBS sample screen above.

Cost Allocations

Statewide cost allocations represent recovery of costs from non-General Fund sources for statewide general administrative functions provided by central services agencies. Agency-specific cost allocations enable agencies to charge for services provided in one budget account to other budget accounts such as Director's Office or Administrative Services costs.

Statutory/Administrative Authority

Per NRS 353.331 the Director of the Governor's Finance Office shall annually prepare a statewide cost allocation plan distributing service agency indirect costs among the various agencies in accordance with the principles and procedures established by federal regulations and guidelines.

The authority for agency-specific cost allocation requests is implied in NRS 353.150 through NRS 353.246, the State Budget Act.

Application

Cost allocations are schedule-driven in the NEBS. The Budget Division enters the amounts in the statewide cost allocation plan (SWCAP) and Attorney General cost allocation plan (AGCAP) schedules and the agency users distribute the costs appropriately. Agency specific cost allocations must be updated by agency users. Expenditures in these schedules are based on the total revenue needed to support the cost allocated budget.

Statewide Cost Allocation Plan Assessment (SWCAP)

The SWCAP represents recovery of costs for statewide general administrative functions provided by central services agencies such as the Budget Division, Office of the State Controller, Office of the State Treasurer, Internal Audits Division, etc. These agencies provide budgeting, accounting, auditing, and other administrative services to state agencies and are supported by the General Fund. These services benefit not only General Fund programs, but also programs supported by federal funds and other funds (i.e. fees, licenses, user charges, etc.). The state uses the SWCAP to recover an equitable share of the central services costs from the non-General Fund sources.

The SWCAP apportions the costs of providing centralized administrative services to all state agencies that benefit from the services in accordance with federal cost reimbursement policies. The apportioned amounts are allocated to each agency on the basis of workload factors (i.e. budget hours, audit hours, accounting transactions, number of FTE positions, etc.) related to the particular service provided. Adjustments are made in arrears and are also based on workload factor related to the service provided and allocated to all agencies. While all agencies that utilize the services of the central services agencies are included in the cost allocation plan, only agencies funded, in whole or in part, by non-General Fund sources have the SWCAP assessment included in their biennial budget. The SWCAP is allocated based on the percent share of non-General Fund sources within the budget account.

Agency users may move amounts between budget accounts if appropriate¹ and must enter the percentage of chargeable funds in the **Distribute Cost Allocations** screen in NEBS. The adjustment column is available to move a cost allocation from one budget account to another, but the total of the adjustment column must net to zero. The "% Chargeable Funds" column on the SWCAP schedule indicates how much of the budget can be charged for central administrative costs. For instance, a budget account funded entirely by the General Fund will have 0% chargeable funds and a budget account funded 25% General Fund, 50% fees, and 25% federal funds will have 75% chargeable funds.

Attorney General Cost Allocation Plan Assessment (AGCAP)

The AGCAP represents recovery of costs for legal and investigative services provided by the Office of the Attorney General to state agencies as well as administrative expenses of the office. The apportioned amounts are al-

¹ For example, the SWCAP charges assessed to Motor Pool's Vehicle Purchase budget account would be transferred to Motor Pool's Operating budget account.

Edit Cost Allocations

Budget Period: 2013-2015 Biennium (FY14-15)
 Version: ADD AGENCY REQUEST AS SUBMITTED
 Allocation: ATTORNEY GENERAL ASSESSMENT

Status: COMPLETE Done

Adjustment column must net to \$0.

Percentage of non-General Fund revenue sources.

Line #	Budget Account	DU	Allocation		Adjustment		Net		% Chargeable Funds		Total	
			Year 1	Year 2	Year 1	Year 2	Year 1	Year 2	Year 1	Year 2	Year 1	Year 2
1	1383 HHS-DCFS - COMMUNITY JUVENILE JUSTICE PROGRAMS	B000	0	0	1,162	1,162	1,162	1,162	100.00	100.00	1,162	1,162
2	3140 HHS-ADSD - TOBACCO SETTLEMENT PROGRAM	B000	44,262	44,262	0	0	44,262	44,262	0.00	0.00	0	0
3	3143 HHS-DCFS - UNITY/SACWIS	B000	0	0	22,654	22,654	22,654	22,654	46.52	46.52	10,539	10,539
4	3145 HHS-DCFS - CHILDREN, YOUTH & FAMILY ADMINISTRATION	B000	520,239	520,239	-472,027	-472,027	48,212	48,212	69.19	69.19	33,358	33,358
5	3148 HHS-DCFS - JUVENILE CORRECTIONAL FACILITY	B000	0	0	285	285	285	285	0.00	0.00	0	0

located to each agency on the basis of attorney hours spent on each state agency as recorded in the Office of the Attorney General’s time reporting and accounting system in the previous three fiscal years (calculating a three year average). Adjustments are made to individual agency allocations for the difference between the budget hours utilized in the previous biennium’s plan and the actual hours spent providing services in that biennium. While all agencies that utilize the services of the Office of the Attorney General are included in the cost allocation plan, only agencies funded, in whole or in part, by non-General Fund sources have the AGCAP assessment included in their biennial budget.

As with SWCAP, you may move amounts between budget accounts if appropriate and must enter the percentage of chargeable funds in the **Distribute Cost Allocations** screen in NEBS. The adjustment column is available to move a cost allocation from one budget account to another, but the total of the column must net to zero. The “% Chargeable Funds” column on the AGCAP schedule indicates how much of the budget can be

charged for central administrative costs. For instance, a budget account funded entirely by the General Fund will have 0% chargeable funds and a budget account funded 25% General Fund, 50% fees, and 25% federal funds will have 75% chargeable funds.

Agency-Specific Cost Allocations

Agency-specific cost allocations enable agencies to charge for services provided in one budget account to other budget accounts such as Director’s Office or Administrative Services. A separate schedule is created in NEBS for each individual agency-specific cost allocation. The analyst in the Budget Division who is responsible for the budget account receiving the funds initially sets up the required cost allocation schedule. You enter your agency’s expenditure information into the schedule and revenue information in the **Line Item** screen.

For each maintenance and enhancement decision unit in a cost allocated budget, corresponding decision units must be developed in all budget accounts that contribute to its funding. *Contributing accounts are to use an M-800 series decision unit to fund maintenance requests and an E-800 series decision unit to fund enhancement requests for the cost allocated account.* The Budget Division will adjust these decision units during the *Governor Recommends* phase of the budget process as necessary.

You must develop worksheets that reconcile the decision units in the contributing accounts to the cost allocated account’s budget request. Attach these worksheets to your maintenance and enhancement requests in NEBS. Be sure to identify any funding the cost allocated account receives from other sources, such as federal grants, to ensure the projected revenues and expenditures are balanced. Please refer to the cost allocation summary template located on the Budget Division’s website.

Schedule: SAMPLE DIRECTOR'S OFFICE COST ALLOCATION Schedule changes saved

Revenue BA: 1234 EXAMPLE OF AN AGENCY REQUEST BUDGET
 GL: 4230 COST ALLOCATION REIMBURSEMENT - A
 Year1 Amount: 250,000
 Year2 Amount: 250,000

Budget account funded through a cost allocation for providing service(s) to other budgets.

Budget accounts receiving service(s) from the cost allocated budget.

Out of balance indicator.

Delete	Line #	Budget Account	DU	Catg	GL	Year 1	Year 2
	1	1234	B000	04	7394	33,550	36,960
	2	1349	B000	04	7394	73,550	75,230
	3	1354	B000	04	7394	29,320	32,540
						Total Revenue:	250,000 250,000
						Total Expenditure:	136,420 144,730
						Difference:	113,580 105,270

The screen shot at left demonstrates an agency-specific cost allocation schedule. It is recommended that General Fund and/or Highway Fund allocations be budgeted in the paying agency budget account. See your assigned Budget Analyst regarding agency specific cost allocation.

Budget Accounts Partially Allocated to Other Budget Accounts

When budget accounts are partially allocated to other budget accounts, the allocations can be existing or new and the process for each is as follows:

If allocations are existing (legislatively approved), use Base and M-150 to display costs. If allocations are new, use the E-800 series. The amounts in both the paying accounts and receiving accounts are shown in aggregate and should not to be broken out in other enhancement units.

NOTE: If salaries are being allocated, do not breakout salaries between maintenance and enhancement decision units. For example, do not breakout benefits in M-300 that are associated with an allocated position and move the costs to an M-800 (M-300 isn't displayed in NEBS by position). Similarly, do not breakout costs associated with an allocated position in the E-670 series and move them to an E-800 (salary reductions/furloughs are not displayed in NEBS by position as the reduction is included in the Base salary). Breaking out salaries from M-300 and the E-670 series and moving to M-800 and E-800 would require manual calculations; be extremely time consuming; increase the potential for errors; and adds no value. The final salary is allocated in aggregate in Base and M-150 if the allocation is pre-existing, or the allocation in aggregate in E-800 if the allocation is new.

Similar to the SWCAP and AG Cost Allocations, the agency may move amounts between budget accounts, if appropriate, and must enter the percentage of chargeable funds in the Distribute Cost Allocations screen in NEBS. The adjustment column is available to move a cost allocation from one budget account to another, but the total of the adjustment column must net to zero.

Summary of Cost Allocations

- Historically, SWCAP and AGCAP has not been updated during the Agency Request phase of the budget cycle due to the timing of the approval of the SWCAP and AGCAP.
- For the 2017 - 2019 Biennium, SWCAP and AGCAP will be updated by August 1, 2016.

- The SWCAP and AGCAP represent recovery of costs from non-General Fund sources for statewide general administrative functions provided by central services agencies.
- Agency users may move SWCAP and AGCAP amounts between budget accounts if appropriate in the **Distribute Cost Allocations** screen in NEBS. The total of the adjustment column must net to zero.
- Agency users must enter the percentage of chargeable funds in the **Distribute Cost Allocations** screen in NEBS.
- Agency-specific cost allocations such as Director's Office or Administrative Services costs enable agencies to charge for services provided in one budget account to other budget accounts. It is recommended that agencies use the cost allocation summary template to determine these costs.
- A corresponding M-800 and E-800 series decision unit must be developed in all budget accounts with maintenance and enhancement decision units requested in a cost allocated budget.

Inflationary Adjustments

An inflationary adjustment, as it pertains to the state budget, is the amount added to projected expenditures that represents the state's estimate of future cost increases for those items or services. Planning for inflation of certain items allows the state to appropriately reflect the potential impact of expected price increases on the cost of government operations.

Statutory/Administrative Authority

While no specific statutory directive exists requiring the state budget be held harmless with respect to inflation, the Governor does approve statewide general inflationary adjustments when deemed appropriate. In addition to the statewide inflationary adjustments approved by the Governor's Office, state agencies may request agency-specific inflationary adjustments in an M-101 decision unit. These requests are reviewed and may be approved by the Budget Division.

Purpose

Inflationary adjustments allow agencies to account for expected future incremental cost increases over the actual Base Budget expenditures for specific goods and services. *It is imperative all base year actual expenditures are charged to the appropriate standardized object code ([Controller's Chart of Accounts](#)) to ensure inflationary adjustments are calculated and applied accurately in your budget.* The Budget Division determines which goods and services will receive an inflationary adjustment and the appropriate level of inflation to apply to those items. That amount will likely be a percentage similar to, or reflective of, the projected consumer price index (CPI) and will be added to the base budget for each year of the next biennium. General inflationary adjustments will be reflected in a pre-established maintenance decision unit within your budgets.

Application

Statewide General Inflationary Adjustments

Initiated by the Budget Division

The Budget Division calculates statewide general inflationary adjustments authorized by the Governor and

includes them in an M-100 decision unit in NEBS. After the inflation factors are applied on a statewide basis in NEBS, line items will be created in M-100. You will need to balance the revenue in the respective M-100 during the Agency Request phase of the Executive Budget.

Some examples of statewide general inflationary adjustments that may appear in M-100 decision unit include:

- Rate Changes (employee bond insurance, Attorney General tort claim assessment, Buildings and Grounds rent, Fleet Services monthly vehicle charges, property and contents insurance, agency-owned vehicle insurance, Enterprise Information Technology Services Division (EITS) services, etc.)
- Cost Allocations and Assessments (Statewide Cost Allocation Plan, Attorney General Cost Allocation, Purchasing assessment, EITS assessments, etc.)
- Utilities (electricity, natural gas, water, etc.)

See the [Inflationary Adjustments](#) section of the NEBS Manual for an example of an M-100 adjustment.

Agency-Specific Inflationary Adjustments *Initiated by Agencies*

While there is no guarantee the Governor will concur with your agency's request, special inflationary adjustments for expenditures that are unique to your agency may be requested in an M-101 decision unit. These requests must be accompanied with adequate justification and documentation supporting the requested increase and the methodology used to develop the estimates. Some examples of agency-specific inflationary adjustments that may appear in M-101 are:

- Pharmaceuticals for patients
- Food for inmates or clients
- Aggregate for the Department of Transportation
- Raw materials for Prison Industries

As is also the case in the next chapter for caseload, agency-specific inflationary adjustments may have an M-150 component to the calculation. The M-150 adjustment accounts for an increase/decrease in the work program year over base by increasing/decreasing expen-

ditures and revenue attributed to caseload changes. This is done to adequately project expenditures and revenue to the start of the new biennium. Most adjustments to costs are cumulative to account for the increase year-over-year. For example, base expenditures of \$2,000 for pharmacy expenses are projected to increase in the work program year by 3% (\$60.00). The increase is projected to continue in the next biennium by 3% in the 1st year of the new biennium ($2,060 \times 3\% = \$61.80$) and also in the second year of the biennium ($\$2,121.80 \times 3\% = \63.66). It is necessary to adjust the base expenditure using the M-150 for the work program year to add the \$60 to the base year to adequately project expenditure/revenue for the start of the new biennium.

Base year cost - \$2,000
 M-150 WP Year – \$2,060
 Year 1 M-101 cost – \$2,122 (Rounded)
 Year 2 M-101 cost - \$2,185 (Rounded)

The total calculated increase using the M-150 to increase base for the work program year and M-101 for the first and second years of the biennium is \$60.00 (work program year in M-150) + \$61.80 (1st year in M-101) + \$63.66 (2nd year in M-101) = \$185.46.

See the [Inflationary Adjustments](#) section of the NEBS Manual for an example of an M-101 adjustment.

Summary of Inflationary Adjustments

- **Agencies are not to submit a request for “general inflationary adjustments.”**
- The Budget Division will calculate and apply state-wide general inflationary adjustments authorized by the Governor to an M-100 decision unit in NEBS.
- It is imperative all base year actual expenditures are charged to the appropriate standardized object code (a.k.a. general ledger number) to ensure inflationary adjustments are calculated and applied accurately in agency budgets.
- Special inflationary adjustments for expenditures that are unique to an agency may be requested in an M-101 decision unit.
- Agency-specific inflationary requests must be substantiated with adequate justification and documentation that specifically support the increase requested and the methodology used to develop the estimates.
- Agencies are responsible for balancing their revenues for inflationary adjustments.

Demographic and Caseload Changes Decision Unit M-200

This decision unit provides for the incremental cost of providing existing services to an increased/decreased number of clients. Only agencies with pre-approved caseload formulas are authorized to use the M-200 decision unit series once their Base caseload is adjusted in M-150 based on applicable activities.

Authorized Use

Currently, the following are the only state agencies with a legislatively approved formula authorizing them to request funding for caseload changes:

- Department of Education
- Nevada System of Higher Education
- Division of Health Care Financing and Policy
- Division of Welfare and Supportive Services
- Division of Child and Family Services
- Aging and Disability Services Division
- Division of Public and Behavioral Health
- Department of Corrections
- Division of Parole and Probation
- Public Employees Benefits Program

All other agencies must submit demographic requests via an enhancement in their Agency Request budget.

Some agencies may have M-200 units in their budgets, but do not use the caseload schedule to develop those units.

Statutory/Administrative Authority

The authority for this request is implied in [NRS 353.150 through NRS 353.246](#), the State Budget Act.

Application

There are two parts to the calculation of caseload changes. The first is the annualization of the expenditures, which is done in decision unit M-150. The purpose of the M150 in a caseload context is to account for an increase/decrease in the work program year over base year by increasing/decreasing expenditures and revenue attributed to caseload changes. This is done to adequately

» Budget Account Version - Caseload Schedule

Budget Account Version - Caseload Schedule Details

Budget Period: 2007-2009 Biennium (FY08-09) Schedule changes saved

Budget Account: 1234 EXAMPLE OF AN AGENCY REQUEST BUDGET

Version: A00 AGENCY REQUEST AS SUBMITTED

Schedule: CASELOAD

Schedule Details | **Additional Text**

Status: N/A

					Budget Year 1			Budget Year 2		
Delete	Line #	DU ▲	Catg	GL	Count	Rate	Total	Count	Rate	Total
<input type="checkbox"/>	1	B00C	50	702E	1,500	35.00	52,500	1,500	35.00	52,500
Caseload Schedule Total:							52,500			52,500

This will generate an M-150 decision unit, Adjusted Base transaction.

The base "COUNT" and "RATE" are identical in both years of the biennium.

Budget Account Version - Caseload Schedule

Budget Account Version - Caseload Schedule Details

Budget Period: 2007-2009 Biennium (FY08-09)
 Budget Account: 1234 EXAMPLE OF AN AGENCY REQUEST BUDGET
 Version: A00 AGENCY REQUEST AS SUBMITTED
 Schedule: CASELOAD

Schedule Details | Additional Text

Status: N/A [Save] [Save and Return] [Cancel] [Process Schedule...]

Caseload Schedule

The M-200 Decision Unit is used for approved caseload.

The "COUNT" is the difference between the BASE and the projected figures. The "RATE" remains unchanged.

Delete	Line #	DU	Budget Year 1			Budget Year 2				
			Count	Rate	Total	Count	Rate	Total		
[+]	1									
[Icon]	1	B00C	50	702E	1,500	35.00	52,500	1,500	35.00	52,500
[Icon]	2	M200	50	702E	150	35.00	5,250	175	35.00	6,125
Caseload Schedule Total:									57,750	58,625

project expenditures and revenue through the start of the new biennium. Most adjustments to costs are cumulative to account for the increase year-over-year.

For example, legislatively approved caseload totals 400. Caseload totals were only 200 of the 400 legislatively approved cases, totaling \$200,000 in the base year. In the work program year, 400 is the legislatively approved caseload (200 cases over the base year). It is anticipated services will continue for the caseload of 400 in the new biennium which requires an adjustment to base of \$200,000 (via M150) in both years of the biennium to assure adequate authority exists for current caseloads.

The M-150 adjustment is the lower of the legislatively approved expense authority or the legislatively approved caseload through the second year of the current biennium. The M-150 adjustment cannot bring the budgeted caseload above the work program year authority. Please note that "legislatively approved expense authority" includes work programs processed to serve a caseload that was higher than anticipated in the previous legislative session.

The second part calculates the amount for the M-200 decision unit. This is accomplished by calculating the projected caseload based on the projected population (count) multiplied by the rate (average cost per client) less your adjusted base (M-150) calculation. Any inflationary increase to the rate would be calculated in the M-101 decision unit.

For example, if the actual average annual population served by the agency is 1,500 and the actual annual aver-

age cost per client is \$35, the base cost is \$52,500 (1,500 X \$35 = \$52,500).

To determine the caseload and demographic adjustment, the population served is projected. Projections should be based on a formula approved by the previous legislature. This could be in the form of a contracted service, calculations provided by the State Demographer, regression analysis, historical trending, etc. The difference between projected caseload and the actual average annual population is the caseload and demographic adjustment reflected in an M-200 decision unit.

For instance, an agency has already determined the actual average annual population is 1,500 and the projection indicates that the agency will be serving 1,650 in Year 1 and 1,675 in Year 2. Therefore, M-200 should reflect an increase of 150 clients (1,650 - 1,500 = 150) in Year 1 and 175 (1,675 - 1,500 = 175) clients in Year 2. Note that M-200 only accounts for changes in the client count and not the rate of service. Rate change requests are reflected in an agency specific inflationary decision unit, M-101, or in an enhancement decision unit.

A caseload can also drive the need for additional staffing. For instance, if an agency has a legislatively approved caseload ratio of employees per client served, and the projected caseload increases the need for additional staffing, then personnel costs would be included in the M-200. This additional personnel need would not only include the personnel costs, but also the costs associated with the new positions. Therefore, most of the schedules in NEBS could potentially be used during the construction of an agency's

M-200. Agencies must determine the requirements of any new positions such as uniforms, supplies, office space, training, equipment, telephones, computers, e-mail, etc. The M-200 decision unit needs to incorporate all of the expenditures required for the agency to complete its mission based on the increase in clientele.

Conversely, a reduction in projected caseload would produce a negative amount. For instance, a decline in the number of clients from 100 to 75 would result in a negative amount in an M-200 decision unit to account for the difference of 25 clients under the amount budgeted at current levels in base.

Whether pre-approved or not, all computations explaining the assumptions and methodology used to determine caseload and population changes must be documented and justified. Supporting materials and calculations must be attached electronically to Agency Request in NEBS at the decision unit level.

Federal Mandates, Court Orders, and Consent Decrees

Federal mandates and court orders are laws or legal decisions that affect the daily operations of state agencies. Examples of federal mandates include the Affordable Care Act, the Every Child Achieves Act of 2015, the Health Insurance Portability and Accountability Act (HIPAA), the Surface Transportation Reauthorization and Reform Act, and the federal regulations enumerated in the Code of Federal Regulations (CFR). Consent decrees are settlements of either criminal or civil cases where the state agrees to take specific actions, and the settlement may be monitored by the court for some period of time.

Statutory Authority

The statutory authority for federal mandates varies with each mandate, but you will likely find the mandates in the United States Code (USC) or Code of Federal Regulations (CFR). A mandate also could come in the form of a presidential executive order. You can access all three of these sources via the U.S. Government Publishing Office's website at <http://www.gpo.gov/fdsys/>. The authority for court orders and/or consent decrees is found in the final decision made by the court or judge overseeing that particular case.

Consent decrees require compliance with the settlement agreement until the court dismisses the decree. This dismissal often occurs after state or federal laws are changed to effect the same result as the decree.

Application

There are budgetary impacts in complying with federal mandates, court orders, or consent decrees that program and fiscal staff need to consider when building the agency's budget. Many times, compliance with mandates, court orders, and consent decrees involves the addition of staff and associated travel, operating, equipment, computer (information services), and training expenditures.

Within the Executive Budget, cost impacts associated with federal mandates are established via maintenance decision units M-501 through M-597. Cost impacts associated with court orders or consent decrees are established via maintenance decision units M-600 through M-609.

As with all decision units, an agency is required to substantiate its request with adequate justification and backup documentation. The name of the mandate, court order, or consent decree, the location where the reader can find the full text of the ruling (i.e. document attachment or Internet link), and a copy of the document must be included with the Agency Request. In addition, agencies must provide a spreadsheet(s) or similar documentation detailing the assumptions and calculations used in developing the request. Remember, text associated with the justification

and documentation should be entered into NEBS via the notes function at the decision unit level. Notes should be entered at the object code level when needed to clarify specific object coded entries that would otherwise be lost if entered at the decision unit level.

It is imperative agencies use maintenance decision units established for federal mandates and court orders and or consent decrees only when they are certain they have costs that apply. Agencies should consult their assigned Budget Division analyst prior to including the M-501 or M-600 series in the Agency Request to ensure the proper decision unit is being used and to ensure that the agency has correctly determined a new fiscal impact results from the mandate.

There are several budgetary issues the agency must consider when contemplating the request for a decision unit for federal mandates or court orders and decrees. They may include, but are not limited, to the following:

1. Will the mandate/order/decree require the agency to hire new staff? If so:
2. What personnel-related costs would be required?
 - a. Salaries and other payroll costs?
 - i. How many new positions will be required?
 - ii. What type of positions (class, grade and step)?
 - iii. When will the positions be needed?
 - iv. How long will the position be needed? (As previously noted, a consent decree may be time-limited.)
 - v. Where will the staff be stationed?
 - b. Will travel be required?
 - i. Who will need to travel?
 - ii. For what purpose will travel be needed?
 - iii. Where will travel occur?
 - iv. When will travel occur and for how long?
 - c. What operating costs will be needed?
 - i. Supplies?
 - ii. EITS and state provided phone services?
 - iii. Mail services?
 - iv. Insurance?

- v. Fleet Services or other vehicle costs?
 - vi. Will additional building rent expense be required?
 - vii. Contract services?
 - d. Other operating costs?
 - e. Increased utility costs?
 - f. What new equipment will be required?
 - i. PCs for each position or will resources be shared?
 - ii. Furniture?
 - iii. Phones?
 - g. Miscellaneous office equipment?
 - h. Will training be required?
 - i. Will you require information services from EITS?
 - i. Which ones?
 - ii. How much?
- Other considerations may include:
- a. Will there be any other non-personnel related costs required to meet the conditions of the mandates?
 - b. Will caseloads/client services be affected? Caseload increases or decreases resulting from a fed-

eral mandate, court order, or consent decree must be represented in an M-501 series or M-600 series decision unit, separate from regular caseload changes that are budgeted in an M-200 series decision unit.

- c. Will there be a need for building remodeling or improvements?
- d. Is a new building or additional leased space required?
- e. Is there a need for additional equipment?

These are just some of the items you must consider when contemplating the request for funding to comply with federal mandates, court orders, and consent decrees. This is by no means a complete list, and agencies are encouraged to discuss mandate compliance costs with the Budget Division early in the budget process.

Position Reclassifications

A position reclassification is a reassignment or change in allocation of a position by raising it to a class with a higher grade, reducing it to a class with a lower grade, moving it to another class at the same grade, moving it to unclassified service, or changing the unclassified class code or title on the basis of significant changes in kind, difficulty, or responsibility of the work performed.

Statutory/Administrative Authority

The authority for this request is implied in [NRS 353.150 through NRS 353.246](#), the State Budget Act.

Application

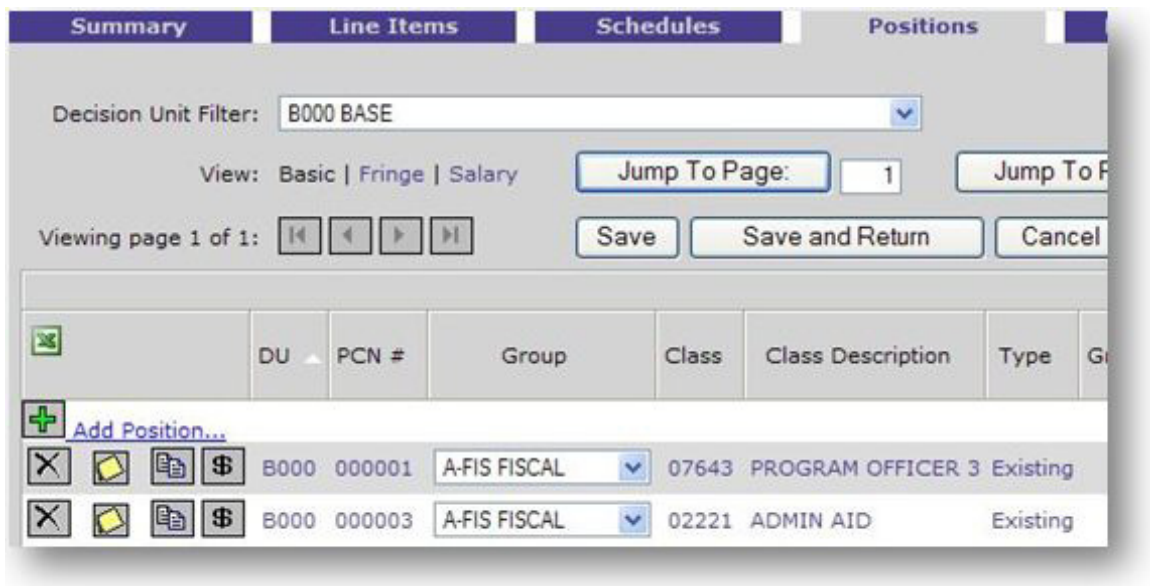
Requests for all reclassifications of *classified positions must be submitted in decision units E-805 through E-809*, and all requests for salary or title changes of *unclassified positions must be submitted in decision units E-815 through E-819*. Narrative justification must indicate which position is being requested for reclassification and the conditions which necessitate the reclassification.

For each position reclassification requested, the NPD-19 **must have the signature of the appointing authority and the employee if applicable, along with the associated decision unit number identified in the upper right-hand corner. Appropriately label and attach a scanned copy of the NPD-19 at the decision unit level. Note: If the reclassification is ultimately approved by the leg-**

islature, the Budget Division will print the attachment, apply an original signature in the Budget Division section of the NPD-19 and forward to the DHRM. Agencies should not send the NPD-19 forms directly to DHRM, as they will be looking for an original signature from the Budget Division.

After establishing the appropriate decision unit in the Account Maintenance tab, isolate the net effect of the reclassification by subtracting the base costs from the requested costs. To achieve this, copy the position from Base into the decision unit for the classified or unclassified position, depending on the type of position, as an exact opposite copy (creating the negative position). Then in the new decision unit, copy the position again as an exact opposite (creating the positive position) and update the positive line with the new classification. The step-by-step example follows for a classified position.

For example, if you want to reclassify your Administrative Aide to an Administrative Assistant I, position control number 0003, create an E-805 decision unit within the Account Maintenance tab. If you have more than one reclassification decision units E-806 through E-809 are also



available. Proceed to the **Positions** tab and click on the copy icon next to the position number to be reclassified in Base. The screen shown below appears.

In the **Destination** portion of the **Copy Position** screen, select the *decision unit* to copy to. Check both the *Reuse PCN #* and *Opposite Copy* boxes. Additionally, select *Exact Copy* from the *Position Copy Type* list. Review all information, make any necessary changes, and click the “Copy” button. You have now created a **negative** FTE

and NEBS will return you to the **Positions** tab (see screen shot at page bottom).

Select the negative position you just created in the classified decision unit and click the copy icon.

This will bring you back to the **Copy Position** screen. Once again, select the classified decision unit, *Reuse PCN #*, *Opposite Copy*, and *Exact Copy*. The screen will resemble the following:

Verify all information and click the “Copy” button to create a positive FTE in a Classified decision unit . NEBS will again return you to the **Positions** tab and you will see the same position as a **negative** FTE and a **positive**

Summary												Line Items		Schedules		Positions		Mapping		Acct. Maint.	
Decision Unit Filter: E805 CLASSIFIED POSITION RECLASSIFICATIONS												View: Basic Fringe Salary		Jump To Page: 1		Jump To PCN:		Viewing page 1 of 1: [Navigation]		Save Save and Return Cancel Copy/Transfer... Recalc Payroll...	
										FTE											
												Total FTE: 0.00 0.00 1.00 1.00									
										E805 000002		G1 DEFAULT GROUP		02221 ADMIN AID		Existing 21 10 0 0.00 0.00 1.00 1.00					
														Total FTE: 0.00 0.00 1.00 1.00							
Viewing page 1 of 1: [Navigation]												Save Save and Return Cancel Copy/Transfer... Recalc Payroll...									

FTE in the classified decision unit as shown below. The FTE count adds to zero since you are only requesting a pay change, not requesting additional employees.

The next step is to select the new classification for the position. Select the **positive** position in E-805 by clicking on the PCN to display the **Position Detail** screen.

The only field you need to change on this screen is

DU	PCN #	Group	Class	Step	Adj	Act	WP	Yr1	Yr2
E805	000003	A-FIS FISCAL	02	6	0	0.00	0.00	-0.51	-0.51
E805	000003	A-FIS FISCAL	02	6	0	0.00	0.00	0.51	0.51
Total FTE:									0.00
Total FTE:									0.00

“Class.” Click on the drop-down box and select Administrative Assistant I from the list.

Once you have verified the information is correct, select the “Save and Return” button on the bottom of the screen. This will return you to the **Budget Account Positions** tab. The classified decision unit will now have a negative Administrative Aide PCN 0003 and a positive Administrative Assistant 1 PCN 0003. Your FTE count remains at zero.

Budget Period: 2011-2013 BIENNium (FY12-13)
 Budget Account: 4321 SAMPLE AGENCY REQUEST BUDGET
 Version: AOO AGENCY REQUEST BUDGET AS SUBMITTED
 Decision Unit: E805 CLASSIFIED POSITION RECLASSIFICATIONS
 PCN #: 000003

Start: January 2009, End: June 2014
 Anniversary: August
 Type: Existing
 Group: A-FIS FISCAL
 Retirement Code: 1 REGULAR
 Class: 02213 ADMIN ASSISTANT 1
 Default Grade: 23

Actual	Work Pcm	Year 1	Year 2
FTE: 0.00	0.00	0.51	0.51

All FTE counts for decision units E-805 through E-819 must net to zero. You will receive a warning message indicating there is a duplicate position. This is permissible because you are reclassifying an **existing** position. The final step is to recalculate the payroll — click the “Recalc Payroll” button. Once the payroll has been recalculated, click “Close” on the **Payroll Calculation Results** screen.

If the position you are reclassifying increases/decreases more than two grades, an adjustment to the steps may be necessary. Please check with your assigned payroll clerk if you have questions.

When NEBS returns to the **Positions** tab, click “Done” to return to the **Line Items** tab. From the *Decision Unit* drop-down menu, select E-805 to see the isolated net costs of the proposed reclassification. To complete this decision unit, add a revenue line item to balance. The reclassification is displayed on the next page.

Budget Period: 2011-2013 BIENNium (FY12-13)
 Version: AOO AGENCY REQUEST BUDGET AS SUBMITTED

BA	Start	End	Status	Year 1			Year 2		
				FTE	Salary	Fringe	FTE	Salary	Fringe
4321	1/25/12 10:18 AM	1/25/12 10:18 AM	Completed	1.51	74,614	35,776	1.51	75,020	38,264
Total	1/25/12 10:18 AM	1/25/12 10:18 AM		1.51	74,614	35,776	1.51	75,020	38,264

Summary		Line Items		Schedules	Positions	Mapping	Acct. Maint.				
Decision Unit Filter: <input type="text" value="E805 CLASSIFIED POSITION RECLASSIFICATIONS"/>				<input type="button" value="Save"/>	<input type="button" value="Save and Return"/>	<input type="button" value="Cancel"/>	Edit Actual/WP				
Delete	DU	Catg	GL	Description	Actual	Work Pgm	Year 1	Change	Year 2	Change	Schedule
	<input type="text" value="1"/>										
	E805	00	2501	APPROPRIATION CONTROL	0	0	<input type="text" value="3,793"/>	<input type="text" value="0"/>	<input type="text" value="3,791"/>	<input type="text" value="0"/>	- None -
	E805	01	5100	SALARIES	0	0	3,183		3,183		PAYROLL
	E805	01	5200	WORKERS COMPENSATION	0	0	1		0		PAYROLL
	E805	01	5300	RETIREMENT	0	0	462		462		PAYROLL
	E805	01	5400	PERSONNEL ASSESSMENT	0	0	19		19		PAYROLL
	E805	01	5500	GROUP INSURANCE	0	0	0		0		PAYROLL
	E805	01	5700	PAYROLL ASSESSMENT	0	0	5		5		PAYROLL
	E805	01	5750	RETIRED EMPLOYEES GROUP INSURANCE	0	0	75		75		PAYROLL
	E805	01	5800	UNEMPLOYMENT COMPENSATION	0	0	2		2		PAYROLL
	E805	01	5840	MEDICARE	0	0	46		45		PAYROLL
	E805	04	7050	EMPLOYEE BOND INSURANCE	0	0	0		0		PAYROLL
	E805	04	7054	AG TORT CLAIM ASSESSMENT	0	0	0		0		PAYROLL
	E805	26	7554	EITS INFRASTRUCTURE ASSESSMENT	0	0	0		0		PAYROLL
	E805	26	7556	EITS SECURITY ASSESSMENT	0	0	0		0		PAYROLL
Total Revenue					0	0	3,793		3,791		
Total Expenditures					0	0	3,793		3,791		
Difference					0	0	0		0		
				<input type="button" value="Save"/>	<input type="button" value="Save and Return"/>	<input type="button" value="Cancel"/>					

Reorganization

Reorganization is a significant change in the duties for a position(s) or an Agency's organization that may require the reclassification of an existing position(s), the reallocation of an existing class, or the creation of a new class.

Statutory/Administrative Authority

[NRS 232.005](#): Powers and duties of the director or chief executive officer include transfer of personnel with the department. The director or chief executive officer of each of the departments established by law within the executive branch of state government shall conduct such investigations and studies as he deems necessary to determine the most efficient and economical use of the personnel of his department. The director or chief executive officer may transfer the personnel of one or more divisions of his department to one or more other divisions if he finds that such transfer will result in a greater utilization of personnel, produce a more efficient operation of the department, result in economies within the department or improve the organization of the department.

Application

When requesting an enhancement decision unit within the Agency Request Budget relating to a potential agency re-organization, the agency must fully identify and document the following decision considerations:

1. The conditions that created the need for reorganization.
2. The responsibilities added to the existing organization's mission/purpose, the assigned positions and how the responsibilities and positions would benefit the agency.
3. The duties of the altered position(s) and if a corresponding reclassification will be required.
4. Other positions affected by this reassignment, change, or addition of new position(s). Prepare new staffing charts and comparative staffing patterns for all affected divisions. This should also include a current organizational chart.
5. Costs associated with the reassignment, change, or addition of new position(s). Include the net fiscal impact for both salary and fringe benefit costs as well as ancillary costs associated with the reclassification.
6. The source of funding for additional operating costs, both in the current biennium and future biennia.

7. Potential cost savings and efficiencies associated with the reorganization. Where cost savings are noted, provide full description of all modeling assumptions, methodologies, and calculations used in developing savings projections.

Upon completion of the evaluation, all supporting documentation must be attached in NEBS at the decision unit level including the proposed organizational chart. Justification for such an enhancement must be compelling and complete. It must address the "who, what, where, when, why, and the consequences or benefits" of such a reorganization. Remember the decision unit selected must fit within the Governor's statewide strategic priorities; therefore, the new organizational structure will determine the appropriate decision unit.

Examples of possible re-organization request may include:

- Merging two agencies or organizations into a single organization
- Merging units within an organization into a single unit
- Splitting a larger unit within an organization into two, or more, smaller units
- Merging a function/unit within another organization into your organization

Each of these examples requires extensive analysis and documentation as to the potential/expected organizational efficiencies to be gained, potential cost savings, potential cost increases, personnel requirements (reclassifications, eliminations, lines of authority, etc.), impacts to agency's customers, time frame to complete the transition, potential relocation or building modifications impact, identification of potential issues that may be encountered due the reorganization, program challenges associated with the re-organization, impact on quality of service (who would benefit from the re-organization and who would be negatively impacted or object to the re-organization), etc.

New Position

This section describes the process for adding a position that does not exist in your agency's base budget.

Statutory/Administrative Authority

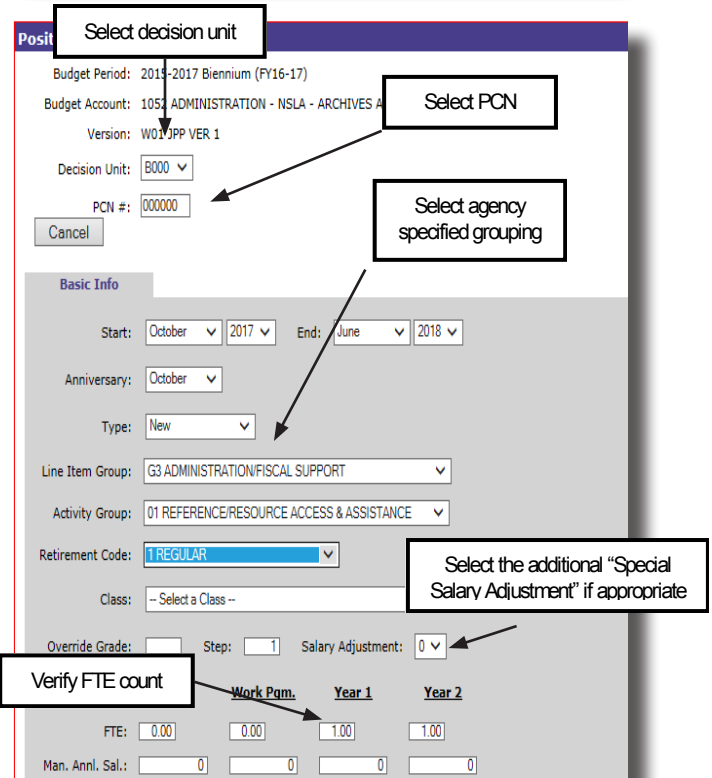
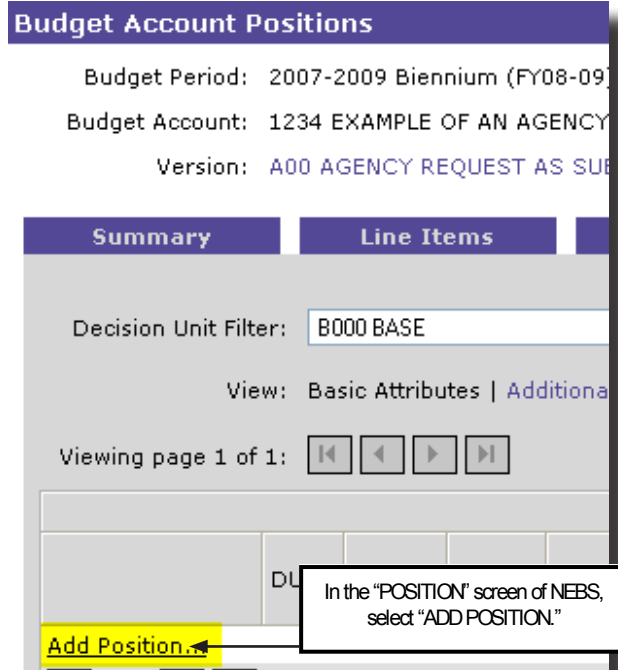
The authority for this request is implied in [NRS 353.150 through NRS 353.246](#), the State Budget Act.

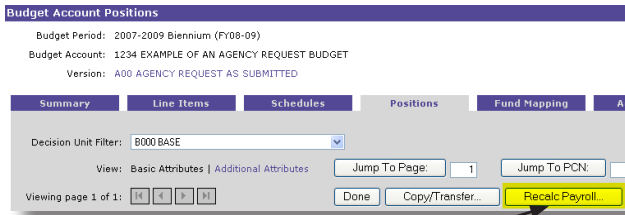
[Sections 2542 through 2544](#) of the State Administrative Manual (SAM) details the established line of authority for position control, and delineates the responsibilities of the Division of Human Resource Management (DHRM) and the Budget Division with regard to position reclassification activities. Neither the Budget Division nor the Legislature determines the ultimate classification of a requested position transaction; DHRM is solely responsible for determining the proper classification of each new or reclassified position in classified service.

Application

When determining whether a decision unit should be created in Agency Request for a new position, you must evaluate the following:

- Identify the conditions that created the need for the new position (court order, caseload, consent decree, federal mandate, workload, reorganization, etc.).
- Identify the responsibilities the new position adds to your agency's existing mission and purpose and how your agency will benefit.
- Identify all other positions affected by the addition of new position(s). Prepare new staffing charts and comparative staffing patterns for all affected divisions. This should also include a current organizational chart.
- Identify costs associated with the addition of new position(s). Include the net fiscal impact not only for salary and fringe benefit costs but also ancillary costs (furniture and equipment, travel needs, training needs, office supplies, etc.).
- Identify the source of funding for additional costs, both in the current biennium and future biennia.
- Use an enhancement or maintenance decision unit to request new positions as it is not appropriate to request new positions in M150.
- Positions that are approved, with or without IFC approval, during the interim will be initially in-





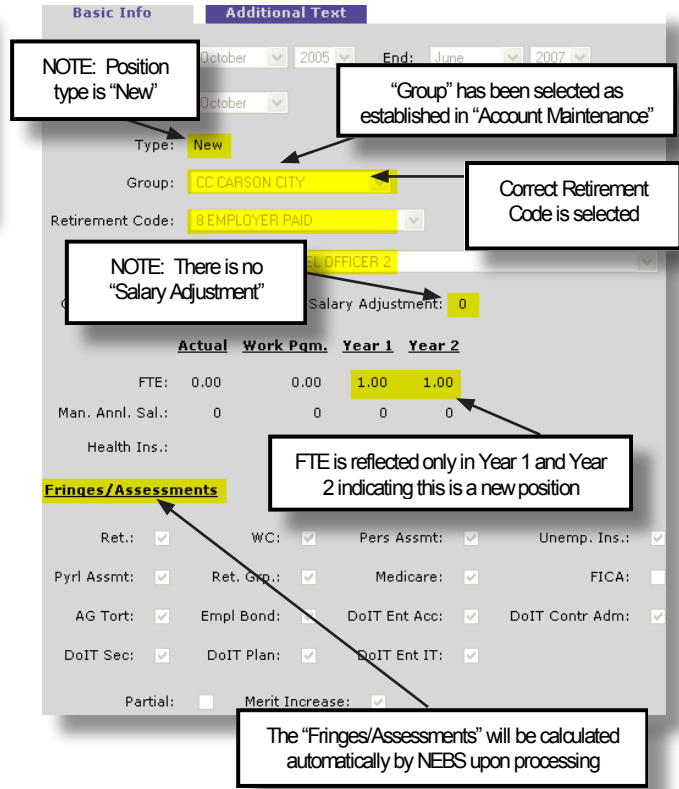
REMEMBER: The final step is to Recalculate the Payroll to determine the costs associated with all new positions and then balance the decision unit.

cluded in the Agency Request base positions. Follow these guidelines when determining if the position should remain in the base budget or moved to an enhancement decision unit:

If the position was not approved by the IFC during the interim and it is determined that the funding for the position will be sustainable through the biennium, the position will remain part of the agency's base budget positions.

If the position was approved by the IFC during the interim and the agency has determined that it cannot continue to fund the position as originally planned/approved, then request new funding for the position in an enhancement decision unit.

- When creating new positions in NEBS, the default is a start date of October 1st of Year 1. The start date may be modified by changing the start month for that specific PCN. A start date prior to October 1st requires an explanation for the ability and need for accelerating the hiring period or extending the time beyond the normal start date of October 1. For example, a July date may be used for a position that was added in the prior year through a work program; therefore the hiring period is not necessary. Another example is when several positions are added and staggered start dates are used.
- The new position retirement code default is 1 – Employee/Employer Paid. This contribution rate should be used for all new positions unless there is a specific compelling reason to select another code (i.e. police/fire positions, etc.).
- For the 2017 - 2019 biennium, agencies should budget new positions, based on the class and grade 30 and under at step 4, between grades 31 through 38 at step 7 and grades 39 and higher at step 10. NOTE: Even if approved, this budgeting procedure does not automatically allow agencies to hire employees at the budgeted step. Agencies must still



follow the existing process to bring in employees at accelerated steps.

- Generally, fringe/assessments should be left at the default setting; however, there are some exceptions. Contact your Budget Division analyst for clarification.

Justification for such a decision unit must be compelling and complete. Upon completion of the evaluation, all supporting documentation must be included in NEBS and attached at the decision unit level. Please note that part of the supporting documentation is a copy of the completed NPD-19 form. Please attach a scanned copy of the original NPD-19 at the decision unit level. The scanned copy **must have the signature of the appointing authority** along with the associated decision unit number identified in the upper right-hand corner of the NPD-19.

In addition, if the position is information technology related, approval must be obtained from the Enterprise IT Services' (EITS) Administrator before being attached in NEBS.

If the new position is ultimately approved by the legislature, the Budget Division will print the attachment, apply an original signature in the Budget Division section of the NPD-19 and forward it to the Division of Human Resource Management (DHRM). **Agencies should not send the NPD-19 forms directly to DHRM, as they will**

DOIT Schedule								Budget Year 1			Budget Year 2		
Line #	DU	Catg	IT Service	GL	Unit of Measure	Act. Qty.	Quantity	Rate	Total	Quantity	Rate	Total	
1	B000	32	STATE PHONE LINE	7295	PER LINE PER MONTH	47.9778	47.9778	19.780000	949	47.9778	19.780000	949	
2	B000	31	STATE PHONE LINE	7295	PER LINE PER MONTH	24.0142	24.0142	19.780000	475	24.0142	19.780000	475	
3	B000	29	STATE PHONE LINE	7295	PER LINE PER MONTH	0.0000	0.0000	19.780000	0	0.0000	19.780000	0	
4	B000	04	STATE PHONE LINE	7295	PER LINE PER MONTH	383.0131	383.0131	19.780000	7,576	383.0131	19.780000	7,576	
5	B000	26	EMAIL SERVICE	7533	PER ACCOUNT PER MONTH	522.1106	522.1106	2.210000	1,154	522.1106	2.210000	1,154	
6	B000	04	VOICE MAIL	7292	PER ACCOUNT PER MONTH	264.1270	264.1270	3.150000	832	264.1270	3.150000	832	
7	B000	14	PROJECT MANAGER	7514	PER HOUR	3.5000	3.5000	85.000000	298	3.5000	85.000000	298	
8	B000	31	VOICE MAIL	7292	PER ACCOUNT PER MONTH	24.1270	24.1270	3.150000	76	24.1270	3.150000	76	
9	B000	31	EMAIL SERVICE	7533	PER ACCOUNT PER MONTH	27.1357	27.1357	2.210000	60	27.1357	2.210000	60	
10	B000	32	VOICE MAIL	7292	PER ACCOUNT PER MONTH	47.9365	47.9365	3.150000	151	47.9365	3.150000	151	
11	B000	32	EMAIL SERVICE	7533	PER ACCOUNT PER MONTH	50.2513	50.2513	2.210000	111	50.2513	2.210000	111	
12	E250	26	EMAIL SERVICE	7533	PER ACCOUNT PER MONTH	0.0000	10.0000	2.210000	22	12.0000	2.210000	27	

This is the Decision Unit selected for the Personnel Analyst II

be looking for an original signature from the Budget Division.

If, for example, an agency wants to request a new Personnel Officer II position, your decision unit synopsis narrative should be short and concise. Examples for the narrative in the Decision Unit Synopsis are located in the [Style for Budget Text](#) in the [Appendices](#) section.

The "Justification" must be convincing and compelling. It must address the "who, what, when, where, why, and the consequences/benefits" of the request.

Ancillary costs associated with this position must be included. Most of these costs are schedule driven in NEBS. As shown on the last page of this section, use the Equipment Schedule to budget for the desk, chair, filing cabinet, computer and associated software, and telephone. Secretarial or executive units or workstations are listed both as packages and individual furniture items in NEBS. Executive units should only be budgeted for Section Chiefs, Deputy Division Heads, Division Heads, Deputy Directors (Secondary Cabinet member) or Directors (Cabinet member). Typically, this would include grade 39 and above. Exceptions to this guideline must be justified at the decision unit level in NEBS.

Another cost associated with new positions are EITS services such as e-mail and voice mail. EITS assessments are automatically calculated by NEBS and are shown as checked in the Fringe View of the Position tab.

Not all costs are included in the NEBS schedules. Operating, travel, training and other costs are entered directly into the line item detail in NEBS if necessary. Spreadsheets supporting the calculations must be attached at the decision unit level in the Account Maintenance tab in NEBS.

After all costs have been identified and keyed into NEBS and all schedules processed, you need to balance the decision unit with the appropriate funding. The decision unit, upon completion, will be similar to the example on the next page.

Equipment Schedule							Year 1			Year 2		
Delete	Line #	DU	Catg	GL	Equipment Type	Priority	Count	Rate	Total	Count	Rate	Total
<input type="checkbox"/>	1	E250	26	8371	HARDWARE-SURGE PROTECTOR STRIPS - Y1 \$24.00 Y2 \$24.00	21	1	24.00	24.00	0	24.00	24.00
<input type="checkbox"/>	2	E250	26	7771	SOFTWARE-WINDOWS CLIENT ACCESS LICENSE (CAL)S - Y1 \$22.00 Y2 \$22.00	20	1	22.00	22.00	0	22.00	22.00
<input type="checkbox"/>	3	E250	26	7771	SOFTWARE-MICROSOFT OFFICE SUITE PRO - Y1 \$330.00 Y2 \$330.00	19	1	330.00	330.00	0	330.00	330.00
<input type="checkbox"/>	4	E250	26	8371	HARDWARE - DESKTOP PC WO MONITOR, 5YR WAR MED COST - Y1 \$1,103.00 Y2 \$1,103.00	16	1	1,103.00	1,103.00	0	1,103.00	1,103.00
<input type="checkbox"/>	5	E250	26	8371	HARDWARE-FLAT PANEL MONITOR 19" - Y1 \$151.00 Y2 \$151.00	17	1	151.00	151.00	0	151.00	151.00
<input type="checkbox"/>	6	E250	05	8241	OFFICE FURNITURE-SECRETARIAL *** ENTIRE UNIT *** - Y1 \$1,990.00 Y2 \$1,990.00	15	1	1,990.00	1,990.00	0	1,990.00	1,990.00
Equipment Schedule Total: 3,620.00												
Grand Total (Includes Other Amounts Below): 3,620.00												

Summary		Line Items		Schedules		Positions		Acct. Maint.	
Decision Unit Filter: E250 WORKING ENVIRONMENT AND WAGE Done Edit Actual/WP									
DU	Catg	GL	Description	Actual	Work Pgm	Year 1	Year 2	Schedule	
E250	00	2501	APPROPRIATION CONTROL	0	0	50,064	65,284	- None -	
E250	01	5100	SALARIES	0	0	31,268	43,106	PAYROLL	
E250	01	5200	WORKERS COMPENSATION	0	0	475	561	PAYROLL	
E250	01	5300	RETIREMENT	0	0	6,332	8,729	PAYROLL	
E250	01	5400	PERSONNEL ASSESSMENT	0	0	303	418	PAYROLL	
E250	01	5500	GROUP INSURANCE	0	0	3,348	6,697	PAYROLL	
E250	01	5700	PAYROLL ASSESSMENT	0	0	109	151	PAYROLL	
E250	01	5750	RETIRED EMPLOYEES GROUP INSURANCE	0	0	588	810	PAYROLL	
E250	01	5800	UNEMPLOYMENT COMPENSATION	0	0	60	82	PAYROLL	
E250	01	5840	MEDICARE	0	0	453	625	PAYROLL	
E250	03	6200	PER DIEM IN-STATE	0	0	173	230	- None -	
E250	03	6210	MP DAILY RENTAL IN-STATE	0	0	60	80	- None -	
E250	03	6240	PERSONAL VEHICLE IN-STATE	0	0	127	169	- None -	
E250	03	6250	COMM AIR TRANS IN-STATE	0	0	285	380	- None -	
E250	04	7020	OPERATING SUPPLIES	0	0	186	247	- None -	
E250	04	7041	PRINTING AND COPYING - A	0	0	18	24	- None -	
E250	04	7045	STATE PRINTING CHARGES	0	0	24	32	- None -	
E250	04	7046	QUICK PRINT JOBS - CARSON CITY	0	0	20	27	- None -	

Revenues balance to expenditures.

Information entered via the Payroll Schedule.

Non-schedule driven Information entered at Line Item level in NEBS

Transfer In/Out Decision Units

Transfer decision units move program revenue, expenditures, and/or positions from one budget account to another. This section describes how to build transfer decision units.

Statutory/Administrative Authority

The authority for this request is implied in [NRS 353.150](#) through [NRS 353.246](#), the State Budget Act.

Application

An agency may find that it needs to transfer a position and/or a program from one budget account to another. The most common reasons transfers are made are because the agency is reorganizing or because of a change in the agency's programs or services. The reason for the transfer should be explained in the decision unit narrative.

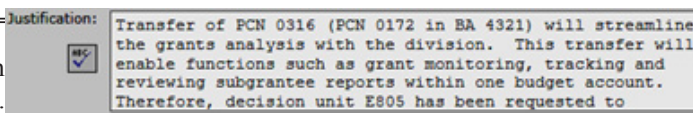
The agency transferring out a position or program (the agency of origin) creates an E-900 series decision unit. This E-900 is then "opposite copied" to the receiving agency to complete the transfer. The agency of origin has negative amounts in the transfer-out that will include all associated position costs (travel, operating, training, etc.), while the receiving agency's corresponding E-900 decision unit will indicate positive amounts for the transfer-in and include exactly the same associated position costs.¹

The amounts of the two transfer decision units must net to zero.

For example, you are transferring a Program Officer 3 to a another budget account within the same division. The following is an example of the Decision Unit Synopsis provided in the budget submittal. Remember to be short and

concise. Refer to - [Style for Budget Text](#) in the **Appendix** section.

The following is an example of a justification provided in the submittal to the Budget Division. Be sure to address the "who, what, when, where, why, and the benefits/consequences" of such a request.



(justification continued) "...reclassify this position from a Program Officer 3 to a Grants and Projects Analyst 2. This E-805 decision unit submitted has no salary adjustment since both classifications are a grade 35."

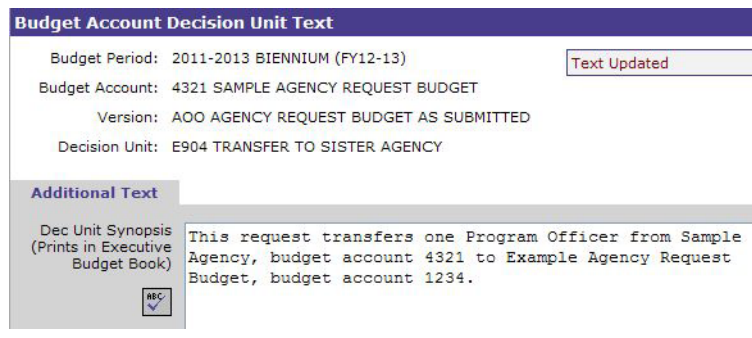
If the receiving budget account of the transfer is in a different division, you should work with that division, with the approval of your director/administrator, so everyone is aware of the transfer. Your assigned Budget Division analyst will need to coordinate the transfer.

You will enter all information relevant to moving that particular position including all of the ancillary costs associated with the transfer. To copy the position into the E-900 decision unit: go to the **Positions** tab in NEBS and select the position to be transferred by clicking the copy/transfer icon.



When the **Position Copy** screen appears, enter the decision unit being used for the transfer - E-904 in this example. Also indicate the same PCN (position control number) is to be used. Check the *Opposite Copy* (to create a negative FTE) and select *Transfer* in the *Position Copy Type* box. The completed screen is shown on the next page. This process will copy the position from the base decision unit to E-900 as negative amounts to eliminate this position from this budget account.

Be sure to include all associated ancillary costs of the position, such as e-mail, voice mail, telephone, office rent, operating supplies, travel, training, computer supplies,



¹ When the agency of origin is initiating a transfer, all data (e.g. position control number, benefit codes, and anniversary date) and all associated costs must be identical to the information detailed in the base budget.

etc. Include the spreadsheet showing your calculations/methodology used to determine the amounts transferring for each object code. A Decision Unit Transfer Template is available on the Budget Division's website.

In this example, these ancillary costs will be reflected in the E-904 decision unit as negative amounts (next page).

It is possible the receiving agency may already have assigned the same PCN to another employee. If this occurs, the receiving agency *must* change the PCN in its decision unit through the payroll section of NEBS. Narrative for

Copy Position

Source:

Budget Period: 2011-2013 BIENNIUM (FY12-13)
 Budget Account: 4321 SAMPLE AGENCY REQUEST BUDGET
 Version: AOO AGENCY REQUEST BUDGET AS SUBMITTED
 Decision Unit: B000 BASE
 Position: 000001
 Class: 07643 PROGRAM OFFICER 3

Destination:

Budget Period: 2011-2013 BIENNIUM (FY12-13) Select decision unit
 Budget Account: 4321 SAMPLE AGENCY REQUEST BUDGET
 Version: AOO AGENCY REQUEST BUDGET AS SUBMITTED
 Decision Unit: E904 TRANSFER FROM SAMPLE, BA4321 TO EXAMPLE, BA1234
 Number of Copies: 1
 Reuse PCN#: ← -OR- Starting PCN#: Indicate PCN is the same
 Opposite Copy: ← Check Opposite Copy & Transfer Position Copy
 Position Copy Type: Transfer

each decision unit should include the original and changed PCN.

The next step is to calculate and enter the travel expenditure to be transferred to the other agency. Attach the spreadsheet used for the calculation at the decision unit level as supporting documentation for your entry on the line item screen. The final E-904 decision unit is shown on the next page. Finally, balance the decision unit with the appropriate funding source. In our example we have balanced using General Funds.

When the transfer decision unit is complete, copy it to the appropriate budget account. Do this in the **Account Maintenance** tab of NEBS by clicking the copy icon button next to the E-904 decision unit. Your screen will resemble the following example:

Copy Decision Unit

Source:

Budget Period: 2017-2019 Biennium (FY18-19)
 Budget Account: 4554 AGRI - ADMINISTRATION
 Version: A00 AGENCY REQUEST AS SUBMITTED
 Decision Unit: E904 TRANSFERS

Destination:

Budget Account: 4554 AGRI - ADMINISTRATION
 Version: L02 COPY OF L01 TO RECALC PAYROLL
 Decision Unit: E904 TRANSFERS
 Overwrite Budget Account Level Mapping
 Include Positions: and treat positions as Transfers
 Reuse PCN#s : -OR- Starting PCN#:
 Opposite Copy:

When the **Copy Decision Unit** screen appears, enter the destination budget account, the version of the budget account, and the decision unit number. Additionally, check the *Opposite Copy* box and select *Transfer* from the *Position Copy Type* box.

If the *Overwrite Budget Account Level Mapping* box is selected, this decision unit mapping will overwrite the entire existing mapping for the destination budget account at the budget account level.

When transferring a position that is also being reclassified, the rule is as follows:

- If the position needs to be reclassified regardless of whether the transfer is approved, then the reclassification decision unit should be created in the sending account and the transfer decision unit will include the position as reclassified.
- If the position is being reclassified as a result of and is contingent upon the approval of the transfer, then the reclassification decision unit should be created in the receiving account and the transfer decision unit will include the Base position from the sending account.

Revenue Adjustments for Transfers

When an agency transfers out a position or a program with all associated costs, it also transfers the revenue source connected with that position/program as a balancing mechanism for the decision unit. If the receiving budget account does not collect the same revenue as the agency of origin or if the receiving budget account will fund the transfer with a different source of revenue, the revenue received must be converted to the appropriate revenue. This is accomplished in decision units E-500 - E-549.

Delete	DU	Catg	GL	Description	Actual	Work Pgm	Year 1	Change	Year 2	Change	Schedule
	1										
	E904	00	2501	APPROPRIATION CONTROL	0	0	83,246	0	-84,306	0	- None -
	E904	01	5100	SALARIES	0	0	-57,482		-57,262		PAYROLL
	E904	01	5200	WORKERS COMPENSATION	0	0	-621		-554		PAYROLL
	E904	01	5300	RETIREMENT	0	0	-13,652		-13,600		PAYROLL
	E904	01	5400	PERSONNEL ASSESSMENT	0	0	-402		-378		PAYROLL
	E904	01	5500	GROUP INSURANCE	0	0	-7,738		-8,827		PAYROLL
	E904	01	5700	PAYROLL ASSESSMENT	0	0	-92		-86		PAYROLL
	E904	01	5750	RETIRED EMPLOYEES GROUP INSURANCE	0	0	-1,236		-1,546		PAYROLL
	E904	01	5800	UNEMPLOYMENT COMPENSATION	0	0	-181		-218		PAYROLL
	E904	01	5840	MEDICARE	0	0	-833		-830		PAYROLL
	E904	03	6200	PER DIEM IN-STATE	0	0	-155	0	-155	0	- None -
	E904	03	6240	PERSONAL VEHICLE IN-STATE	0	0	-27	0	-27	0	- None -
	E904	03	6250	COMM AIR TRANS IN-STATE	0	0	-257	0	-257	0	- None -
	E904	04	7020	OPERATING SUPPLIES	0	0	-270	0	-270	0	- None -
	E904	04	7050	EMPLOYEE BOND INSURANCE	0	0	-3		-3		PAYROLL
	E904	04	7054	AG TORT CLAIM ASSESSMENT	0	0	-129		-129		PAYROLL
	E904	26	7554	DOIT INFRASTRUCTURE ASSESSMENT	0	0	-115		-116		PAYROLL
	E904	26	7556	DOIT SECURITY ASSESSMENT	0	0	-53		-48		PAYROLL
Total Revenue					0	0	-83,246		-84,306		
Total Expenditures					0	0	-83,246		-84,306		
Difference					0	0	0		0		

Revenue and expenditures are negative - decision unit is in balance

Costs from Payroll Schedule except travel costs.

Decision Unit Filter: E504 ADJUSTMENTS TO TRANSFER FOR E-904

Delete	DU	Catg	GL	Description	Actual	Work Pgm	Year 1	Change	Year 2	Change	Schedule
	1										
	E504	00	2501	APPROPRIATION CONTROL	0	0	83,246	0	-84,306	0	- None -
	E504	00	3749	COURT ASSESSMENT	0	0	83,246	0	84,306	0	- None -
Total Revenue					0	0	0		0		
Total Expenditures					0	0	0		0		
Difference					0	0	0		0		

It is easier to identify the revenue adjustment that ties to the transfer if the E-500 adjustment number corresponds to the E-900 transfer number. In this example, an E-504 is used with the E-904.

In this example, the receiving agency does not receive a general fund appropriation and will fund the transfer decision unit with court assessments revenue. Therefore, the receiving agency will need to correct the funding source for the transfer with the E-504 decision unit shown below.

The net effect of the E-504 decision unit will be zero as the receiving agency is simply correcting the revenue to correlate with funding sources utilized in its budget.

If necessary, this E-504 decision unit can also be used to adjust expenditures. For example, if this position was transferred from an internal service budget account such

as Division of Human Resource Management (DHRM) to a Department of Health and Human Services (DHHS) budget account, the personnel and payroll assessments would need to be added in the E-504 decision unit since these assessments are not charged to positions in DHRM budget accounts but are charged to DHHS budget accounts. These adjustments would be funded by the appropriate funding source of the receiving budget account.

Technology Investment Requests (TIRs)

A Technology Investment Request (TIR) is a required state budget document used to request funding for an Information Technology (IT) project costing \$50,000 or more regardless of the funding source.

Statutory/Administrative Authority

Chapter 242 of the Nevada Revised Statutes, Chapter 242 of Nevada Administrative Code, Chapters 1600, 1618 and 1620 of the State Administrative Manual, and policies, standards and procedures can be found on the Enterprise IT Services website at <http://it.nv.gov> under the “Governance” tab.

Application

Any Executive Branch agency wishing to invest in an IT project that costs more than \$50,000 must develop a business case with a TIR form. Agencies that are uncertain if an IT project will cost more than \$50,000 may contact Enterprise Information Technology Services help desk for assistance in developing an estimate of their project’s cost.

An IT project is defined as the implementation of IT improvements (computer, telecommunications, or other information technology) using IT services provided by a vendor, EITS, or an agency within a defined period of time. IT improvements can be for existing systems or new systems.

IT projects include:

- TIRs build business plans for business and administrative systems (e.g. software acquisition (including open source), transfer, development, enhancement, legacy system replacement, web services, or outsourced services from application service providers).
- TIRs also justify infrastructure development or enhancement (e.g. local area or wide area networks, IT consolidation, virtualization, re-engineered environment, and special technology deployments, such as geographic information systems (GIS), document management or video-conferencing systems).
- Note: For telephone and communication system projects, please request assistance from EITS’ Telecommunications Unit by contacting the help desk by phone at (775) 684-4333 or e-mail at helpdesk@admin.nv.gov.

IT projects do not include:

- Requests for replacement hardware and software upgrades or personal computers and new staff.
- Maintenance for ongoing IT services and support.
- Non-project related positions.

TIRs for the upcoming biennium are due to EITS on or before April 15, 2016. TIR documents must be submitted electronically to TIRS@admin.nv.gov. After that date, TIRs for the biennial budget should be submitted to the Budget Division. Together, the Budget Division and EITS will determine whether to accept the TIR for consideration for the Governor Recommends budget.

EITS is responsible for developing management tracking and reporting standards for all IT projects. EITS developed the TIR document and will provide training workshops and instructional materials for agencies to use in the completion of the TIR document. TIR documents are available on EITS’ web site at <http://it.nv.gov>. TIR workshops are available through Nevada Employee Action and Timekeeping System (NEATS) and generally provided in the fall and winter of odd numbered calendar years. Special agency workshops can be arranged by contacting the EITS help desk. If the agency intends to submit a TIR and missed the workshops, contact TIRS@admin.nv.gov.

EITS staff is available to guide agencies in the completion of the document. It is recommended agencies contact EITS help desk as soon as they know they will be completing a TIR. This will ensure EITS is involved at the onset of TIR construction.

NEBS must be used to develop costs for services and products identified in the TIR. Units of measure captured in the TIR Budget Estimate Spreadsheet and the Resource Planner can be used to key into NEBS. The Budget Division has identified a series of decision units in NEBS for agencies to select from specifically for TIRs that are tied to the Governor’s strategic priorities. See decision unit descriptions.

The TIR, when complete, will clearly describe the business need, the urgency for resolution, and the IT resources required to implement the project. The total of the decision

unit for the TIR must reconcile with the total biennial cost shown on section 2, Cost and Funding Summary. Units of measure captured in the TIR Budget Estimate Spreadsheet and Resource Planner should be attached as notes in NEBS. A copy of the TIR document must be attached to the decision unit at the decision unit level in NEBS as approved by EITS.

If requesting state staff, create two decision units. One decision unit for all costs related to the TIR except for state staff. The other decision unit is for state staff and associated ancillary costs. Reference the corresponding decision unit in each decision unit synopsis. Requested staff should directly relate to the implementation and on-going support of the IT project. If state staff is requested, attach the NEBS 130 schedule to the TIR document submitted to EITS.

Larger TIRs (projects over \$500,000) will be reviewed, scored, and prioritized by the Information Technology Strategic Planning Committee (ITSPC) comprised of various department directors or their representatives. Agencies submitting these large TIRs will have the opportunity to present their business case to the ITSPC. The Governor's Office will make the final determination regarding the inclusion of individual projects in the Governor Recommends budget after reviewing the recommendations of the ITSPC.

IT Project Information

IT project timeframes do not necessarily correspond with the State's biennial budget cycle. Some projects, especially larger projects will transcend biennial budget periods. If funding is being requested for a project phase or enhancement to a previously approved TIR project, contact EITS (775) 684-5852.

Fund and Activity Mapping

Fund mapping is a budgeting tool detailing how revenues and expenditures are related within in a budget account or across activities. A fund map explicitly associates each revenue source (listed by general ledger) to a specific expenditure (listed by category) or a combination of expenditures. Activity fund mapping associates expenditures to activities and highlights resource allocations based on the agencies' program activities.

The Mapping Function

Mapping is an analytical, quantitative process that identifies, analyzes and creates an association between revenues and expenditures in support of agency services or activities. It is a systematic process that serves as a tool to identify and assess an agency's strategic financing process, which can include leveraging additional federal and or private funds, resource allocation processes, and reducing costs to support improved agency outcomes.

Maps can assist the agency in identifying and addressing the following questions:

1. What are all of the agency's funding sources, where do the funds come from, and who, or what, do the funds support?
2. How does the funding coming into an agency support the priorities that have been identified, both at the agency level, at the activity level, and the state level?
3. Are the funding sources coming into the agency allocated effectively? Are there ways to better utilize these funds?
4. Are there fund sources that are not being fully utilized or utilized at all?
5. How can we better coordinate funding, programs and services supported by multiple departments and agencies?
6. Where are the gaps in funding? Are there opportunities for these gaps to be supported with additional public and/or private funds? How can we better leverage federal funds?

Benefits of Mapping

Mapping can have both short-term and long-term benefits. The short-term benefit can be seen in the clarity and transparency that it brings to the budget(s) and a shared understanding of what is being spent on programs for activities, and or budget initiatives. This can afford the agency the opportunity to shift discretionary funding within a single budget account to fund a prioritized program or

set of programs. A longer-term benefit may be the ability to reduce duplicative spending and shift resources toward prioritized programs using blended or pooled funding approaches that span across the department or even across various departments.

Purpose of Mapping

All agencies are required to input their maps directly into NEBS. Excel spreadsheets detailing the calculations should be attached. Funds maps are used for various purposes. For example, a fund map is required to be included with a work program; NEBS includes a fund map function required for the biennial budget; and most agencies maintain internal fund maps used in conjunction with their operating statements to monitor the actual expenditures for each specific funding source. In addition, position or position groups are mapped by funding source(s) to identify how positions or groups of positions are funded.

Various methods are used in developing fund maps, but in general they serve a similar purpose. In its most basic form, a fund map reflects the expenditures associated with a specific revenue source. On page 97 is a sample of a simplified, general format of a fund map.

Another version of a fund map agencies utilize is a year-end cash reconciliation, which is completed at the end of the fiscal year to reflect which revenue source paid for actual expenditures at the line item level.

For budgeting purposes, agencies are required to input projected mapping information in NEBS at the funding level and at the activity level for all budget accounts regardless of the number of revenue sources (even if the budget account only has one revenue source). This is critical to your budget analyst since the overall mapping is a funding guide for the *Governor Recommends* phase. During this phase of budget building, a budget account goes through multiple revisions including corrections, adjustments, rate revisions, additions and deletions depending on the decisions made by the Budget Division and Governor's office. These decisions are confidential; therefore, the Budget Division must have the necessary information to determine the appropriate revenue adjustment for any

changes determined by the Governor whether it is positive or negative.

NEBS provides the capacity to map expenditures by position, position group, category, object code and revenues by percentage (fixed amounts must be requested). In other words, positions or position groups, categories or object codes can be “mapped” to a specific revenue source in the map. For example, a specific category funded by a specific federal grant will reflect that information within the NEBS map.

Similarly, agencies must provide mapping information for each activity as in the past. However, agencies’ activities will be mapped to the revenue that supports the activity instead of included in line item mapping. Once all expenditures in the line items are mapped to a revenue source, the expenditures will roll up to the activities mapped to those revenue sources. This is designed to aid the roll-up of activities on a statewide basis.

Agencies should keep the following points in mind as they complete fund mapping:

1. The sum of the activity mapping must balance with the sum of the line item budgets for each decision unit as well as the budget account as a whole.
2. It is preferable to input the line item revenues and expenditures first, check the fund mapping and then input the percentages into the fund mapping module.

3. Check the data validation edits often to fix errors as they occur, rather than later.

The [NEBS manual](#) has examples of the various types of maps and illustrates the steps of entering this information into the fund map tab. Maps can be reviewed either through the “Summary” link within the mapping tab (which is included in the NEBS manual information) or via the following mapping reports under the Reports tab:

- NEBS 630 Line Item-to-Fund Map Comparison
- NEBS 640 Fund Mapping Detail Report
- NEBS 650 Line-Item Work Program Summary Report.

BA 3149 SFY 09
WP C14266
Fund Maps
Attachment C

Budget Account - Title		GENERAL FUND		FEDERAL FUNDING	OTHER FUNDING		Leg Approved
		General Fund 2501	Balance Forward From Previous Year 2511	Block Grant 3803	Fees Collected 3611	Book & Pamphlet Sales 4052	
SFY09 FUND MAP							
	2501 - General Fund Appropriation	67,037	67,037				67,037
	2511 - Balance Forward From Previous Year	-	-				-
	3611 - Fees Collected	28,745			28,745		28,745
	3803 - Block Grant	985,190		985,190			985,190
	4052 - Book & Pamphlet Sales	345				345	345
TOTAL REVENUES		1,081,317	67,037	-	985,190	28,745	345
	01 Personnel Service	856,721	67,037	-	760,594	28,745	345
	03 In-State Travel	37,755	-	-	37,755	-	-
	04 Operating Expenses	68,191	-	-	68,191	-	-
	10 Provider Training	11,600	-	-	11,600	-	-
	25 Transfer to B/A 3145	82,169	-	-	82,169	-	-
	26 Information Services	7,829	-	-	7,829	-	-
	86 Reserve	-	-	-	-	-	-
	87 Purchasing Assessment	578	-	-	578	-	-
	88 Statewide Cost Allocation	5,696	-	-	5,696	-	-
	89 AG Cost Allocation	10,778	-	-	10,778	-	-
	93 Reserve For Reversion	-	-	-	-	-	-
TOTAL EXPENSES		1,081,317	67,037	-	985,190	28,745	345

The Governor Recommends Phase

The Governor Recommends phase of the biennial budget process begins when the Governor, in consultation with the Budget Division, sets his or her budget priorities for the coming biennium. During this phase, the Executive Budget is finalized for transmission to the Legislature and the public. Thus the Executive Budget is both a policy and a budgetary document for the ensuing two fiscal years.

Statutory Authority

[NRS 353.150 - 353.246](#), also known as the State Budget Act, outlines the Agency Request and Governor Recommends phases of the biennial budget process.

Description

The Agency Request phase of the budget process ends on September 1st (or the Friday before if it falls on a weekend or holiday) when the agency budgets are due to the Governor's Finance Office and Legislative Counsel Bureau. This original agency submission is the A00 – Agency Request as Submitted version in NEBS. After the A00 version is closed in NEBS, payroll is calculated and schedules are processed for all budget accounts. The A00 version is then saved as the original agency submission. This version is copied to the A01 – Agency Request version.

A01 – Agency Request is updated for actual revenues and expenditures as reported by the Controller's Office and any other needed modifications such as balancing decision units. The A01 version is transmitted electronically to the LCB's Fiscal Analysis Division on or before October 15th in accordance with NRS 353.211(1).

Once A01 is transmitted to LCB, it is copied to the G01 – Governor Recommends version in NEBS. During Governor Recommends phase, the budget is designated as confidential (NRS 353.205(3)) and any communication regarding the Governor Recommends budget must be treated as such. Agency staff will be able to view their Agency Request budget in NEBS, but they will not be able to see changes in the Governor Recommends budget until the Governor's budget becomes public after the Governor's State-of-the-State address in January.

During the Governor Recommends phase, the Budget Analysts review the agencies' base budget and adjustments to the base budget, enhancement decision units, and agency activities. Budget Analysts will review each account to ensure it complies with the Budget Instructions and the Budget Building Manual, update projections as necessary, and verify fund mapping is accurate. Budget Analysts also review the agency's activities and perfor-

mance measures tied to those activities. Budget Analysts work closely with agency staff to ensure the agency's budgets are accurate in light of changes during the Governor Recommends phase and reflect the Governor's goals and priorities as well as statutory policies.

Agency Responsibilities During Governor Recommends

During this period, agencies are asked to assist with re-mapping and re-balancing their budgets. Additional information may be requested to further justify maintenance and enhancement decision units. This could take the form of updated projections (i.e. caseloads) or providing further justification for decision units. The information requested will ensure the Budget Analysts have a good understanding of your request and can justify it to the Director of the Governor's Finance Office as well as the Governor's Office.

The Budget Division typically allows agencies one last opportunity to review their budgets before final transmission. A final review provides one last check for errors and minimizes the need for budget amendments during the legislative session.

It is important during this phase to notify your assigned Budget Analysts of any errors you find. Deadlines during this time are tight but necessary to make sure the Governor Recommends budget is finalized and transmitted to the Legislature pursuant to NRS 353.230. Therefore, it's important to meet the deadlines and have a close working relationship with your Budget Analyst.

Decision Units

Dec Unit Range	Description
B000 - B000	BASE
M100 - M100	STATEWIDE INFLATION
M101 - M120	AGENCY SPECIFIC INFLATION
M150 - M150	ADJUSTMENTS TO BASE
M200 - M220	DEMOGRAPHICS/CASELOAD CHANGES
M300 - M300	FRINGE BENEFIT RATE ADJUSTMENT
M301 - M327	OCCUPATIONAL STUDIES/SALARY & FRINGE RATE ADJ & COLA DEC UNITS (BUDGET OFFICE USE ONLY)
M425 - M429	DEFERRED FACILITIES MAINTENANCE
M501 - M597	MANDATES
M600 - M609	COURT ORDERS
M800 - M804	COST ALLOCATION
E125 - E150	SUSTAINABLE AND GROWING ECONOMY
E225 - E250	EFFICIENT AND RESPONSIVE STATE GOVERNMENT
E275 - E300	EDUCATED AND HEALTHY CITIZENRY
E350 - E375	SAFE AND LIVABLE COMMUNITIES
E490 - E499	EXPIRING GRANT/PROGRAM
E500 - E549	ADJUSTMENTS TO TRANSFERS
E550 - E559	TECHNOLOGY INVESTMENT REQUESTS
E600 - E609	BUDGET REDUCTIONS
E710 - E719	EQUIPMENT REPLACEMENT
E720 - E729	NEW EQUIPMENT
E730 - E734	MAINTENANCE OF BUILDINGS AND GROUNDS
E735 - E736	AIRPLANE MAINTENANCE
E737 - E739	NEW PROGRAMS
E800 - E804	COST ALLOCATION
E805 - E809	CLASSIFIED POSITION CHANGES
E815 - E819	UNCLASSIFIED POSITION CHANGES
E811 - E811	UNCLASSIFIED CHANGES
E845 - E845	SWORN SALARY ADJUSTMENTS
E849 - E849	NON CLASSIFIED SALARY ADJUSTMENT
E850 - E859	SPECIAL PROJECTS
E860 - E867	TAHOE EIP PROGRAM
E870 - E870	NDOT RADIO COST ALLOCATION
E873 - E873	Q1 CONSERVATION BOND
E877 - E879	SUPPLEMENTAL APPROPRIATIONS
E888 - E899	ONE SHOT APPROPRIATIONS
E900 - E994	TRANSFERS

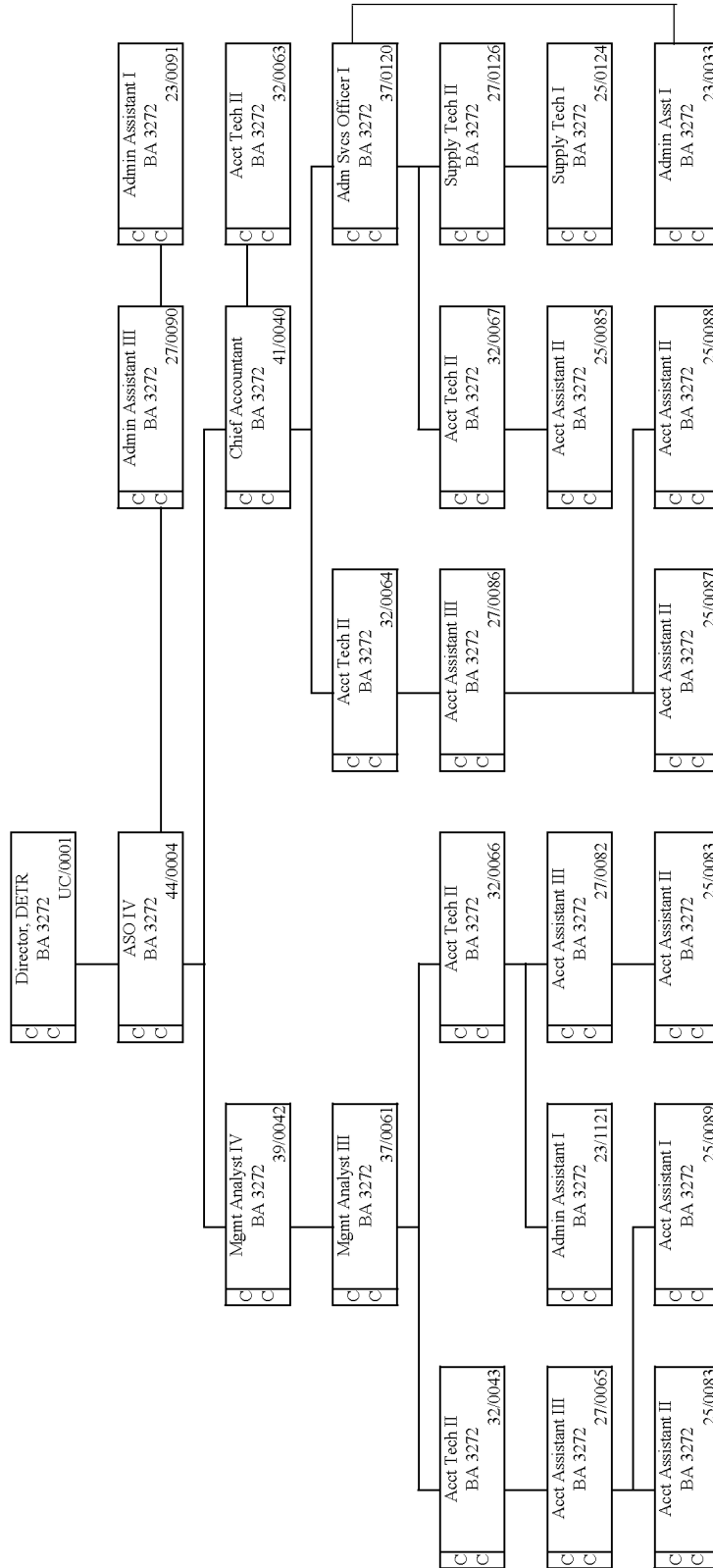
Organizational Chart Examples

**Department of Employment, Training &
Rehabilitation
Financial Management
Budget Account: 3272**

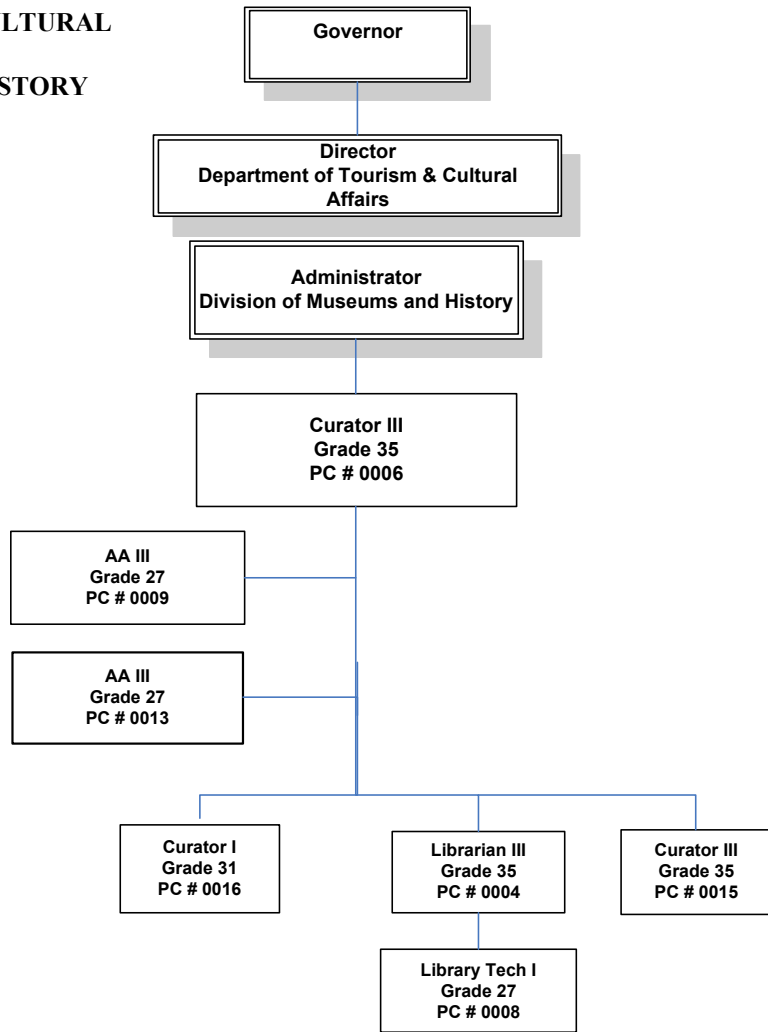
Approved By:

Director

Administrator:

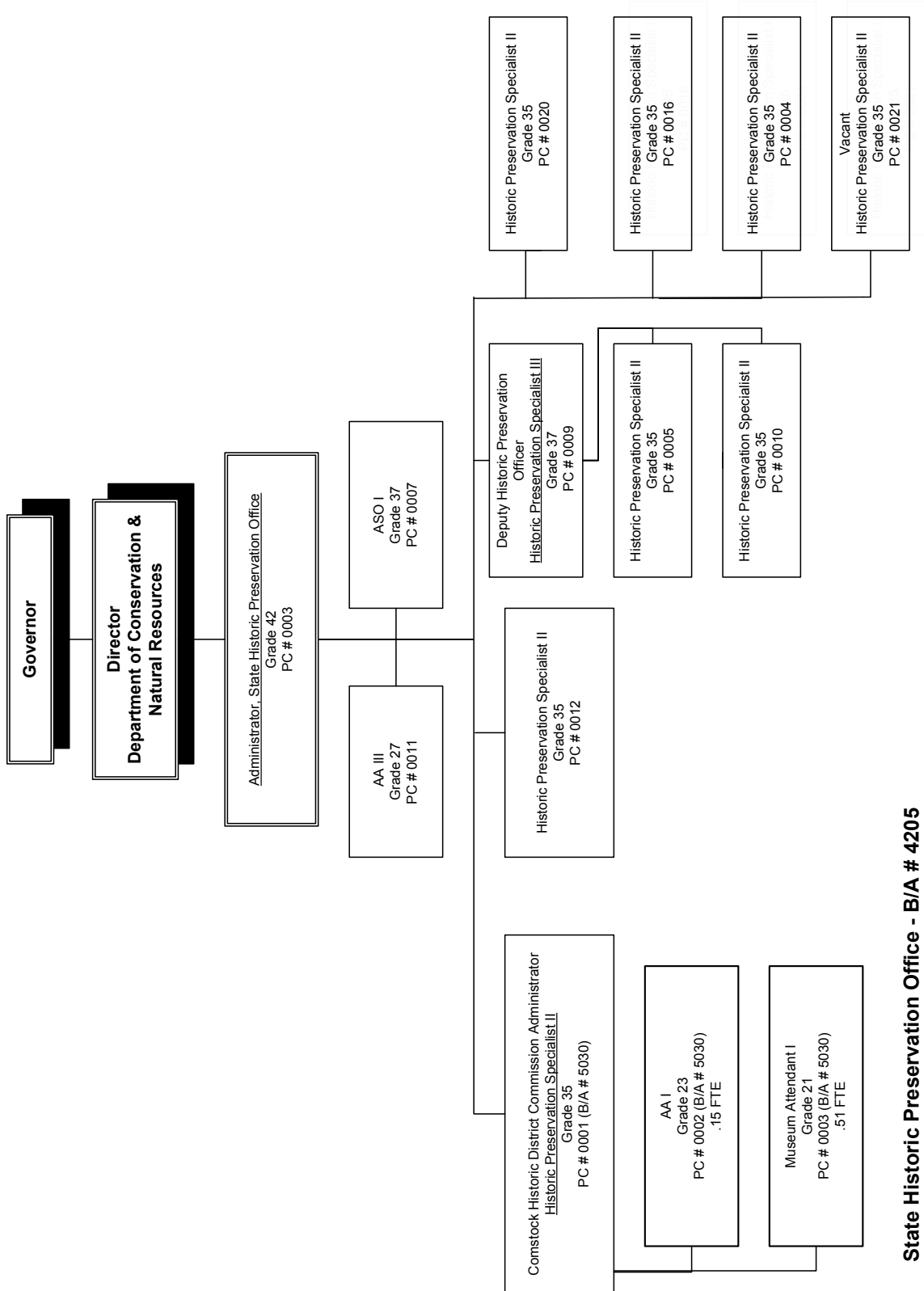


STATE OF NEVADA
DEPARTMENT OF TOURISM & CULTURAL
AFFAIRS
DIVISION OF MUSEUMS AND HISTORY
Nevada Historical Society
Reno



Division of Museums and History
Nevada Historical Society – B/A #2870

**STATE OF NEVADA
DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES
STATE HISTORIC PRESERVATION OFFICE**



**State Historic Preservation Office - B/A # 4205
Comstock Historic District - B/A # 5030**

Non-Buildings and Grounds Lease Space Request Form

The following apply to agencies requesting a continuation of existing leased space or new or expanded non-Buildings and Grounds lease space.

Accounting for Lease Rate Increases Built into a current Lease

Agencies must account for the negotiated lease rate increase in an adjustment to base via an update to the NEBS Building Rent Non-Building and Grounds Schedule. NEBS will automatically generate an M-150 adjustment based on the difference in the current lease rate and the updated rate you input for Year 1 and Year 2.

Agencies must ensure they are calculating the cost for 12 months (24 months total for the biennium) and accounting for mid-year rent changes (if negotiated in the terms of the lease), as well as entering the square footage rented. Refer to the Building Rent Non-Building and Grounds Schedule section of the [NEBS Manual](#) for more detailed information. Do not budget for a rent rate increase after the expiration date of the lease if it occurs during the upcoming biennium. Lease amounts should remain at the last rate paid pursuant to the lease agreement.

Requests for New or Additional Non-Buildings and Grounds Leased Space

If an agency intends to increase leased space as part of an enhancement decision unit (such as with the addition or transfer of staff, the creation of a new or expanded program, or proposed relocation from currently leased space), the agency will need to calculate estimated rent and moving costs associated with the new or expanded facility as well as EITS costs and other associated expenses.

All expiring leases will require negotiation and renewal with the landlord prior to expiration. Both of these processes are the responsibility of the State Public Works Division. In either the case of new or expanded space or an expiring lease, agencies must complete a “Space Request Form” and “Space Justification Form” for each affected space. These forms document the agency’s continuing need for the space, or the need for new space or changes to existing leased facilities.

These forms and instructions for filling out the forms can be found at: http://publicworks.nv.gov/Services/Leasing_Services/Processes_and_Forms/. Once complete, – please attach a copy of the form at the line item level in NEBS, and email a signed copy to leasingervices@admin.nv.gov. It is advisable to pursue lease extensions well in advance of budget submission deadlines in order to allow ample time for leasing services to renegotiate the lease. This will ensure sufficient rent authority is included in the base budget.

Computer Hardware and Software

Purpose

- A. This standard is intended to establish criterion for acquisition of desktop and laptop hardware in order to:
- Prevent the acquisition of technology that is defunct or out-dated while providing stable and reliable technology for operation on the state enterprise network
 - Maximize the functionality of the state's information technology investment
 - Allow the development of open systems client/server computing that encourages connectivity, portability, scalability, and interoperability
 - Replace technology that is obsolete and no longer supported by the manufacturer
- B. To establish a desktop or laptop replacement and upgrade standard for the state in order to utilize the benefits of next-generation office environments, simplify technical support issues, and increase the state's ability to deploy new solutions to business problems.

This Standard Applies

The policies set forth in this standard apply to all agencies of the Executive Branch and to all other agencies that wish to utilize the enterprise information transport (SILVERNET) with the exception of NSHE and the Nevada Criminal Justice Information Computer System.

The standards set forth in this document will be used as a guideline to initiate replacement of PCs throughout the enterprise:

- Before the point of obsolescence
- At the point in time when it is most cost effective
- At the point in time when it will enable the state to gain maximum advantage from its considerable investment in information systems

Effective Dates

The requirements of this standard are effective 90 days after sign-off by the Governor or his designee.

Responsibilities

- A. All desktop or laptop purchases must be approved by Enterprise Information Technology Services Di-

vision (EITS). Purchases must be made from open term contracts through the Purchasing Division.

- B. These standards apply to all agencies of the Executive Branch and to all other agencies that wish to utilize the enterprise information transport (SILVERNET) with the exception of the NSHE and the Nevada Criminal Justice Information Computer System.

Related Documents

[NRS 242.115](#) and [242.151](#)
Nevada Glossary of Terms
<http://it.nv.gov/>

Standard

Hardware Maintenance

Contractors normally provide warranties with new computer hardware. If available at the time of purchase, a hardware maintenance agreement should be purchased to cover the hardware's expected life based on the state's computer hardware phased replacement program (e.g. purchase a maintenance agreement that provides between three to five years of coverage for a desktop or laptop).

Desktop and Laptop Minimum Hardware Requirements

Desktop and laptop equipment purchases should continue to perform at the minimum levels established by the state, throughout the unit's life cycle. Therefore, processor revision and memory must sufficiently run a standard operating system and office suite. The unit must be serviceable by state technical support and include both a fixed disk large enough to support the current operating system and an office suite with at least a forecast 50% growth in size over the life cycle of the unit. A minimum of one CD/RW-ROM device shall be included in the unit for installing upgrades or patches necessary for the maintenance of the system. A network card must be included with any unit purchased to, at a minimum, allow for updates to the anti-virus software required to be installed on all desktops and laptops in the state. Any unit purchased must have a working surge suppression device to protect the unit from electrical damage.

Laptops must conform to the above as well as include a carrying case with space for any attachments included with the unit. If the laptop is to be used as a workstation, it must include either a docking station or port replicator with a keyboard, mouse and monitor. The docking station listed in the NEBS equipment schedule includes these items.

Cycle of Replacement

It is the state's policy to cycle replaced computers through the major classifications of technology users identified in this document. Desktops and laptops that have been replaced and are no longer appropriate for one classification of technology user should be used to upgrade and replace a desktop or laptop with older technology within the agency, provided that the desktop or laptop is still supported by the manufacturer, and has not reached obsolescence due to operating system changes or applications requirements. In this manner, the desktop or laptop with the oldest technology in the agency is phased out and the agency can continue to benefit from their investment in computer hardware.

It is the state's policy to replace desktops and laptops with the latest technology rather than to apply major upgrades to existing desktops and laptops. Current research indicates that:

- Upgrading is expensive because, more often than not, multiple system components must be upgraded in order to achieve the intended performance improvement.
- The purchase price of the various hardware components needed to accomplish an upgrade will exceed the purchase price of a new computer.
- The cost of labor to install an upgrade to existing hardware will far exceed the cost of labor to install a new desktop or laptop.
- Upgraded desktops and laptops have uncertain maintenance profiles and support costs.
- Upgraded desktops and laptops have added administrative complexity.
- There is no increase in residual value of upgraded desktops and laptops.
- Upgrading desktops and laptops tends to increase the overall complexity in the installed enterprise hardware base.

Classifications of Technology Users

There are two major classifications of technology users defined as:

- Leading Edge Technology Users/Power Users

Those agencies and individuals within the agency who need to be at the forefront of technology in order to:

- i. Become the pilot agencies for other members of the enterprise network.
- ii. Interface with other entities, agencies and governments where such interface requires the utilization of the latest technology.
- iii. Regularly use CAD/CAM, or other CPU or memory intensive applications.
- iv. Carry out heavy usage of database or other applications or the previewing and testing of various software.
- v. Maintain positions and related duties such as engineering/civil engineering, network/system administrators, network monitoring, application developers, or CADD/GIS developers.

• Standard Technology Users

Those agencies and individuals within the agency who require a standard level of technology include those who:

- i. Have a standardized suite of applications on their desktops (e.g., word processing, spreadsheet, presentations); and/or customized applications beyond the standardized suite. Statewide financial, data warehouse, and/or mainframe interfaces etc.
- ii. May use desktops and laptops for database and decision-support; and often have access to state agency-specific applications, email, Intranets, Internet and Internet based applications/databases.
- iii. Maintain positions such as professional/administrative staff, operational support staff, technical and functional staff.

Replacement Schedule (desktops and laptops)

The following is a general guideline for replacing desktops and laptops. Agencies should consult with EITS staff for assistance in determining their specific replacement needs. Note Security Risk: desktops and laptops that are no longer supported by the manufacturer with system updates or have reached obsolescence due to operating system changes pose a security risk to the state and should be replaced. Replacement schedules vary and according to the two major classifications of technology users:

- **Leading Edge Technology Users**
 - i. Should maintain no more than two revisions behind the current state standard PC or workstation as specified by EITS and Purchasing

- ii. Should replace desktops and laptops every three years, depending on applications in use
- **Standard Technology Users**
 - i. Should maintain no more than two revisions behind the current state standard PC or workstation as specified by EITS and Purchasing.
 - ii. Should replace desktops and laptops every five years, depending on applications in use.

Exceptions and Other Issues

Purchases must be made from open term contracts through the Department of Administration's Purchasing Division unless a specific departure has been requested in writing with justification and such departure has been authorized in writing by both EITS and the Purchasing Division.

Definitions and Background

Nevada Revised Statute (NRS) [242.115](#) requires the EITS to develop guidelines and procedures for the procurement and maintenance of the information systems of the Executive Branch of government.

[NRS 242.151](#) requires the administrator to advise agencies regarding the policy for Information Technology as that policy relates to items such as standards and criteria for the selection, location, and use of information systems.

State Agency - The use of the term state agency in this standard means every public state agency, bureau, board, commission, department, division or any other unit of the Executive Branch of the government of this state.



IT Enterprise Architecture Committee

State of Nevada

Standard

Control No. Rev	Title	Effective Date	Page
7.03 F	Desktop and Laptop Hardware Acquisitions	12/01/09	1 of 5

1.0 PURPOSE

A. This standard is intended to establish standards for acquisition of Desktop and Laptop Hardware in order to:

- Prevent the acquisition of technology that is defunct or out-dated while providing stable and reliable technology for operation on the State enterprise network;
- Maximize the functionality of the State's information technology investment;
- Allow the development of open systems client/server computing that encourages connectivity, portability, scalability, and interoperability, and
- Replace technology that is obsolete and no longer supported by the manufacturer.

B. To establish a desktop or laptop replacement and upgrade standard for the State of Nevada in order to utilize the benefits of next-generation office environments, simplify technical support issues, and increase the State's ability to deploy new solutions to business problems.

2.0 SCOPE

The policies set forth in this standard apply to all agencies of the Executive Branch and to all other entities that wish to utilize the enterprise information transport with the exception of the Nevada System for Higher Education (NSHE) and the Nevada Criminal Justice Information Computer System.

The standards set forth in this document will be used as a guideline to initiate replacement of Desktop and Laptop Hardware throughout the enterprise, not to include the replacement of surge protectors and other similar required communication protective devices:

- Before the point of obsolescence,
- At the point in time when it is most cost effective, and
- At the point in time when it will enable the State to gain maximum advantage from its considerable investment in information systems.

3.0 EFFECTIVE DATES

The requirements of this standard are effective 90 days after sign-off by the Governor or his designee.

4.0 RESPONSIBILITIES

A. All desktop or laptop purchases must be approved by the Enterprise Information Technology Services (EITS) and the Department of Administration, Budget Division. Purchases must be made from open term contracts through the Department of Administration's Purchasing Division,

B. These standards apply to all agencies of the Executive Branch and to all other agencies that wish to utilize the enterprise information transport with the exception of the Nevada System for Higher Education (NSHE) and the Nevada Criminal Justice Information Computer System.



IT Enterprise Architecture Committee

State of Nevada

Standard

Control No. Rev.	Title	Effective Date	Page
7.04 F	Desktop/Laptop Software Acquisitions	12/01/09	1 of 3

1.0 PURPOSE

To establish desktop/laptop software replacement and upgrade standard for employees of the State of Nevada in order to utilize the benefits of next-generation office environments, simplify technical support issues, and increase the State's ability to deploy new solutions to business problems.

2.0 SCOPE

The standards set forth in this standard apply to all agencies of the Executive Branch and to all other agencies that wish to utilize the enterprise information transport.

3.0 EFFECTIVE DATES

The requirements of this standard are effective 90 days after sign-off by the Governor or his designee

4.0 RESPONSIBILITIES

Budgetary considerations play into any upgrade decisions that a State agency makes. It is recommended that State agencies determine an appropriate replacement cycle on the major software products in use on desktop computers/ laptop computers. The major software products will include office productivity suites (e.g. Microsoft Office or Corel Word Perfect), Computer Assisted Drafting (CAD) or Rapid Application Design (RAD) suites (e.g. AutoCad, Microsoft Visual Studio), Geographic Information System (GIS) software (e.g. Intergraph, ArcInfo), and accounting packages (e.g. Real World or PeachTree).

Software maintenance - Following the original license purchase, software maintenance may be purchased within the contractor's specified timeframes (e.g. for Microsoft Software Assurance agreement, within 90 days of license purchase). Without software maintenance, upgrading the software will require the purchase of a new license. Therefore, it is recommended that State agencies explore the possibilities of negotiating licensing options that include maintenance and upgrades during the initial purchase.

5.0 RELATED DOCUMENTS

NRS 242, NRS 332.115, all Security PSPs
Nevada Glossary of Terms

6.0 STANDARD

In general, it is recommended that any software package or application in use be no more than one major revision level behind the currently available version. Agencies should consider the costs for supporting multiple versions.

Business Plans

The following is an annotated example of a business plan adapted from the Family to Family Connection program within the Department of Health and Human Services. This plan was developed for the 2011 Legislative Session. However, facts and figures in this plan do not necessarily correlate to the actual program currently in place. Business plans are discussed in the section of – [Business Plan](#) in the general guidance portion of this budget manual.

Cover Page

Department Health and Human Services
Budget Account 9999
Budget Title Family Services
Date Prepared December 16, 2015
Submitted by Jane Smith
Program Title Family to Family Connection

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Body of Business Plan

I. Introduction

This proposal for “Family to Family Connection” represents a new program, enhancement decision unit E-350. An organizational chart is included in this proposal as Attachment A.

Funding requirements for this biennium and the next two biennia are anticipated to be:

	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
General	\$ 2,396,970	\$ 4,826,847	\$ 4,413,313	\$ 4,380,169	\$ 4,293,730	\$ 4,266,799
Title XIX:	376,578	839,151	1,685,611	1,836,844	2,220,894	2,507,501
CCBG:			<u>643,520</u>	<u>847,774</u>	<u>888,357</u>	<u>1,008,515</u>
Total:	\$ 2,773,548	\$ 5,665,998	\$ 6,742,444	\$ 7,064,787	\$ 7,402,981	\$ 7,782,815

Further detail is provided in Section III - Financial Assessment.

Enhancement decision unit E-350 proposes to establish a statewide effort, called “Family to Family Connection,” to build upon the strength of children and families and create comprehensive connections within communities by providing:

- Support to the child within the family and the family within the local neighborhoods.
- Information about positive parenting skills, parent-child interactions, and optimal child growth and development.
- Development of community-based public/private partnerships to support families with infants.

Family to Family Connection will be offered to ALL families with newborns and there will be no eligibility requirements. Participation in any of the services will be voluntary for all families. Families will be requested to complete a family information profile; however, receipt of services will not be contingent upon completion of the form. No assessments of the child or the family will be completed unless it is at the request of the family. Information that is gathered informally by professionals will be maintained in a confidential manner and will be used to facilitate the families’ access to resources. Services will build on existing services and will be locally administered by community entities.

We propose to divide the State of Nevada into two regions with thirteen service delivery districts called “Infant Support Districts” (ISDs). These Infant Support Districts will be administered and operated at the community levels by local organizations. Funds to support the ISDs will be allocated through State block grants. Each ISD will be required to identify a District Advisory Council and offer three components of services:

1. Hospital, home and/or neighborhood visitation

- All families of newborns will be given information at the time of birth or adoption about the Family to Family Connection. Information will also be available for distribution at all foster care agencies. This information will be consistent statewide.
- Each Infant Support District (IDS) will provide home, hospital, and/or neighborhood visits to those families requesting services. There are no eligibility requirements and proposal applications must assure that adequate resources are available to provide for an average of two visits for a minimum of 50% of the birth population of the district served based on 2005 live birth statistics. The purpose of the visitation is to provide support to the family and provide information that is pertinent to the family of a newborn. Visitation must be provided by licensed professionals and/or family specialists under the supervision of licensed professionals. The visiting staff will provide families with information about child growth and development, immunization, and will assist families in connecting with other community resources to meet needs that are identified by the family.

2. New Baby Center activities

- The New Baby Centers (NBC) will be located in communities to provide a place for families to gather for formal training, such as parenting and new baby care, as well as informal meeting opportunities to facilitate networking and building neighborhood support systems.
- Short term care of infants to the age of one year will be provided at the New Baby Centers for the purpose of facilitating Family to Family Connection activities. The center must meet current program standards and be staffed with licensed professionals as well as family specialists. In addition, the program must assure that they will meet facility licensure as developed and approved for Family to Family activities. This care is not designed for long term care but will be offered to families on a short-term basis to facilitate individual and group educational opportunities. For example, priority may be given to families who are participating in Family to Family Connection group activities, those who are providing services for the project, short-term care for parent personnel who are newly hired and have

not been able to arrange for ongoing child care and families who are seeking employment and need child care while they go for interviews. Based on the temporary nature of the services, these will be available for a broad range of families and the priorities will be established based on the needs of the community. These centers will also reflect the neighborhood and community needs in providing various activities to support families and infants.

- New Baby Centers are not necessarily new buildings or new programs; however, they may be an expansion or redesign of an existing program. Criteria for the selection of New Baby Center site locations must consider the following:
 - ADA compliance
 - Accessibility for all families
 - Signage which designates dedicated space for NBC activities
 - Opportunities for expansion of informal and formal activities
 - Flexible use of space
 - Participation of a broad range of families representing diversity of socioeconomic and cultural demographics
- State classified administrative personnel and Regional Advisory Board members will also be responsible for ensuring that the locations of NBCs provide adequate coverage of the region and applicable diversity.
- New Baby Centers are designed to encourage families to network and have a central location for informal and formal activities that foster learning and support. To ensure that infants are available for families to observe best practices, the offering of respite services is conceptualized on a very limited and scheduled basis. New Baby Centers are not designed to provide drop-in child care.

3. Resource Lending Center

- The Resource Lending Center contains resources that focus on the needs of families with newborn children. These resources will be available for families to access on a loan basis. Items including instructional material (such as books, videotapes, and other parent support material), toys, resources and safety equipment will be available for families to check out. Each ISD will guarantee that the Resource Lending Center will be staffed and available to the public a minimum of twenty (20) hours per week.

II. Background

A. Agency Mission and Goals

The mission of the Department of Health and Human Services is to promote the health and well being of all Nevadans through a flexible array of programs that recognize the integrity of each individual, support family structures, and value cultural diversity. Provide an accessible and coordinated system of training, treatment, assistance, and education services that foster the attainment of optimal independence and self-sufficiency for each Nevada citizen and family.

The Family to Family Connection program will enable the Department to continue its mission of promoting the health and well being of all Nevadans, particularly all newborns and their families. Additionally, this program ties to specific goals of the department:

- **Provide services accessible, available, and responsive to the individual needs of Nevada’s citizens.** The Infant Support Districts will be located throughout the state to ensure accessibility, availability and responsiveness to the individual needs of families and infants.
- **Provide a comprehensive and cost-efficient system of services to promote rehabilitation, education, and self sufficiency; to minimize long-term dependency; to strengthen the family; and to meet the needs of at-risk Nevadans.** The three-components of services offered by this program will seek to strengthen the family by providing information that is pertinent to the family of a newborn, providing parenting training and new baby care, and making available to families instructional parent support materials.
- **Develop a coordinated, statewide, comprehensive, community-based service delivery system which encourages public and private partnerships.** Each Infant Support District will be administered and operated at the community level by local organizations with guidance provided by District Advisory Councils. Statewide oversight, direction and guidance will be provided by state personnel.

Attainment of these goals through the Family to Family Connection program and other programs provided by the Department of Health and Human Services will further the mission set forth in the Governor’s strategic plan; namely: “To provide for the highest quality of life for Nevada’s citizens by ... fostering an environment that is ... encouraging to individual development.” Additionally, this program, by providing parenting training, support and learning activities for families and infants, ties to the Governor’s functional goal:

- Maximize the quality of life from birth to first year in school, to ensure that each child has the necessary skills to succeed in school.

B. Assessment of Current Services

The proposed services are offered by hospitals, family resource centers, early childhood services provided by the State, etc., however, there is no program currently available providing these services in a statewide collaborative public/private partnership effort to all families of newborns regardless of income levels or other eligibility criteria.

This program is important to the State of Nevada and its on-going efforts to ensure the health and well-being of Nevada’s most helpless citizens: children from birth to 3 years of age. From birth, a baby’s brain cells proliferate wildly, making connections that may shape a lifetime of experience. The first three years are critical. Of all of the discoveries that have poured out of neuroscience labs in recent years, the finding that the electrical activity of brain cells changes the physical structure of the brain is perhaps the most important. At birth, a baby’s brain contains 100 billion neurons. But, while the brain contains virtually all of the nerve cells that it will ever have, the pattern of wiring between them has yet to stabilize at birth. How it is stabilized is up to the neural activity - no longer spontaneous, but driven by a flood of sensory experiences. Deprived of a stimulating environment, a child’s brain suffers. Parents seem well aware of the general importance of the love and time they give their infants and toddlers, but want more information about exactly how to influence their children in positive ways. The survey data developed within Nevada indicate that parents desire to play the most positive role they can in their children’s development and 87% of the families surveyed indicated an interest in receiving services from a program such as Family to Family Connection.

California, which has operated a program similar to the Family to Family Connection for ten years, reports that the rate of juvenile delinquency has decreased by 15%, child abuse and neglect cases have decreased by 10%, and math scores and reading comprehension scores for children ages 8 through 12 have improved an impressive 30% compared to this age group just 5 years ago – all as a result of their program.

<u>ISD</u>	<u>Projected Births</u>	<u>(Number of Birth Families, Average of Two Visits)</u>
1	2,600	1,300
2	2,599	1,300
3	1,109	624
4	816	468
5	820	468
6	804	468
7	151	52
8	2,750	1,339
9	2,750	1,365
10	2,916	1,456
11	2,600	1,300
12	2,600	1,300
13	2,600	1,300
Las Vegas (Out of State)	2,525	
Total	27,640	12,740

III. Business Plan for “Family to Family Connection” Program

A. Implementation

The Family to Family Connection program will provide services throughout the State. To accomplish this, 13 ISD will be established through a Request for Proposal process. Locations and timelines for phase-in are:

<u>ISD</u>	<u>Service Areas</u>	<u>Date on Line</u>
1	Washoe - Reno/Sparks	Dec-2011
2	Washoe/Storey - SW Reno/Incline	Jun-2012
3	Carson City/Douglas	Feb-2012
4	Churchill/Pershing/Humboldt	Jun-2012
5	Lyon/Mineral/Nye/Esmeralda	Jun-2012
6	Elko/Lander	Jun-2012
7	White Pine/Eureka	Jun-2012
8	Clark - SW Las Vegas/Pahrump	Jun-2012
9	Clark/Lincoln - NE Las	Dec-2011
10	Clark - Henderson/Boulder City/Laughlin	Jun-2012
11	Clark - SE Las Vegas	Jun-2012
12	Clark - N/Central Las Vegas	Feb-2012
13	Clark - NW Las Vegas	Jun-2012

B. Caseload projection

The caseload used to determine volume and costs for each ISD is the projected number of births:

The following assumptions are used to determine visitation capacity:

- 46% of projected births will be served through visitation services (12,740 divided by 27,640 = 46%).
- 5 - 10% of projected births will be served through New Baby Centers only.
- 51 - 56% of new births will receive services through Family to Family Connection.

C. Financial assessment

Note: The costs in this section must tie to the detailed budget document. If calculations of costs are not shown in this section, they must be shown in the detailed budget document.

- *If the proposal is to be supported by fees, supply a proposed fee structure and cash-flow analysis.*
- *If the proposal is to be federally funded, provide the Catalog of Federal Domestic Assistance (CFDA) number and description of the grant including match requirements, federal funding history and future grant allocations. Provide Federal Funding Information for States (FFIS) data, as well as any other federal, public or private entity data available, that will support the requested proposal. Include the calculation and assumption used to develop the mix of federal and state resources if not specifically outlined in the budget document.*
- *If the program requires general fund support for start-up, provide a cash-flow analysis phasing in other revenue sources.*

i. Funding sources

This proposal will be funded primarily through a general fund appropriation. It is anticipated that some services provided to Medicaid-eligible clients can be billed to Federal Title XIX. Total general fund need and Title XIX revenues for the biennium are:

	<u>FY 2012</u>	<u>FY 2013</u>
General Fund	\$ 2,396,970	\$ 4,826,847
Federal Title XIX	<u>376,578</u>	<u>839,151</u>
Total	\$ 2,773,548	\$ 5,665,998

The budget document provides detail showing how these amounts were determined.

ii. Staffing requirements

Note: If additional staff are not required, describe the impact on existing staff and programs. If new staff are required, describe the need for each position, its estimated costs and all associated operating and travel costs.

A total of 14 classified positions will be required to provide statewide program coordination, accountability, evaluation, training and quality assurance.

One Clinical Program Planner II will provide statewide guidance, technical assistance, budgeting, community-building, and supervision for project personnel employed through the state system. This position will work closely with the Block Grant Commission and Advisory Council in developing and guiding the Family to Family Connection. Additionally, this position will direct the development and implementation of an evaluation and data collection system that allows clear measures of program outcomes.

One Administrative Services Officer I will provide financial and accounting support to the project on a statewide basis including budget development, block grant contracts, and auditing functions. This position will also assist local community organizations with implementation of the project objectives.

Two Clinical Program Managers will provide regional coordination of resources, services and training.

Two Child Development Specialists IV to provide service support and supervision to Child Development Specialist IIIs.

Five Child Development Specialists IIIs to be located in each of the five New Baby Centers designated as training sites. These Centers will serve as a home base for the Child Development Specialist positions to provide training to ISD staff throughout the district and region. These positions will facilitate resource identification and referral, provide specialized assistance to the ISD as requested in the Visitations, New Baby Center and Resource Center services of the ISD. Additionally, the Child Development Specialists will assist the ISDs and Region in developing and monitoring quality assurance measures, establishing best practice procedures, and providing expertise to the ISDs as appropriate.

One Program Assistant IV and two Program Assistant IIIs to provide program and clerical support to staff. Total salary costs for FY 2012 and FY 2013 are:

	<u># of</u>	<u>Position Title</u>	<u>Start Date</u>	<u>FY 2012</u>	<u>FY 2013</u>
	1	Clinical Program Planner II	Sep-2011	\$ 41,571	\$ 52,962
	1	Administrative Services Officer	Sep-2011	36,659	46,841
	2	Clinical Program Manager	Sep-2011	79,700	101,664
	2	Child Development Specialist	Sep-2011	73,318	93,682
	5	Child Development Specialist	Oct-2011	151,475	215,450
	1	Program Assistant IV	Sep-2011	26,667	33,237
	<u>2</u>	Program Assistant III	Sep-2011	<u>49,416</u>	<u>61,760</u>
TOTAL	14			\$ 458,806	\$ 605,596

Additional costs related to staff are:

	<u>FY 2012</u>	<u>FY 2013</u>
In State Travel	\$ 39,059	\$ 52,778
Operating	68,942	84,016
Equipment	39,320	
<u>Information Services</u>	<u>52,458</u>	
Total	\$ 160,459	\$ 136,794

Detailed information concerning these costs are in the budget document.

iii. Capital considerations

Note: This section should discuss any necessary construction, remodeling, and capital equipment needed for the project.

None anticipated.

iv. Major purchases

Note: This section should discuss lease agreements, contractual services and equipment needed, and list the associated costs.

The major cost for this program is in the form of general fund block grants awarded to the 13 Infant Support Districts. Contracts for receipt of funding will be awarded on a competitive basis to proposals from community based entities through a structured request for proposals. Requirements for each ISD include:

- A full-time ISD manager responsible for development and coordination of the three components of each ISD.
- Home, hospital and neighborhood visitation. (Voluntary visits to families of newborns up to 1 year of age; provide guidance, support and resource information to families of newborns; assist with follow-up visit or referral to additional resources.)
- New Baby Center. (22 centers are projected to provide an accessible and identifiable location for families to access Family to Family services.)
- Resource Lending Center. (Provide child development materials and equipment to families on a lending basis. Resource Centers are associated with each New Baby Center. The Center is to be staffed and available to the public a minimum of 20 hours per week.)

Award amounts for each ISD are:

<u>ISD</u>	<u>Service Areas</u>	<u>Start Date</u>	<u># of New Baby Centers</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>Total</u>
1	Washoe - Reno/Sparks	Dec-2011	2	\$ 282,821	\$ 416,371	\$ 699,192
2	Washoe/Storey - SW Reno/Incline	Jun-2012	1	53,102	326,252	379,354
3*	Carson City/Douglas	Feb-2012	1	134,788	276,701	411,489
4	Churchill/Pershing/Humboldt	Jun-2012	3	64,061	350,808	414,869
5	Lyon/Mineral/Nye/Esmeralda	Jun-2012	3	64,061	350,808	414,869
6	Elko/Lander	Jun-2012	1	40,097	236,478	276,575
7	White Pine/Eureka	Jun-2012	1	22,463	121,457	143,920
8	Clark - SW Las Vegas/Pahrump	Jun-2012	2	69,892	403,262	473,154
9*	Clark/Lincoln - NE Las	Dec-2011	3	301,580	490,925	792,505
10	Clark - Henderson/Boulder City/Laughlin	Jun-2012	2	73,270	450,568	523,838
11	Clark - SE Las Vegas	Jun-2012	1	59,241	351,675	410,916
12*	Clark - N/Central Las Vegas	Feb-2012	1	169,723	375,595	545,318
13	Clark - NW Las Vegas	Jun-2012	1	<u>59,241</u>	<u>351,675</u>	<u>410,916</u>
Totals				\$1,394,340	\$4,502,575	\$5,896,915

*These ISDs will serve as training sites for the regions. As such, these New Baby Centers will be model care-giving sites employing best practices. Training will be offered to all participants and required for all project personnel

The Family to Family Connection Program will include Regional Boards for the Northern and Southern Regions and an Advisory Council charged with developing policy and guidance, providing assistance and information for community-based organizations, and working with local communities to identify additional revenue sources to enhance services. The Advisory Council will build upon the success of the Title XX Commission and will include members representing expertise in the field of early childhood development through the role of the current Interagency Coordinating Council (ICC). Costs for the Regional Boards and Advisory Council will be \$220,974 in FY 2012 and \$221,013 in FY 2013. These costs provide for travel for board and council members, facilitator contracts for the boards and council as well as child care services to enable clients with children to attend board and council meetings. Additional detail concerning how these costs are derived is in the budget document.

v. Information technology and telecommunications requirements

Note: This section must include timelines for equipment order and receipt, software acquisition, consulting services, contract development and training. If the proposal lends itself to sharing of information between other agencies/entities, include timelines for interface development.

Effective January 1, 2012, an interlocal contract between the Department of Health and Human Services and the University System is proposed to develop and implement a data collection system to capture statistics from the 13 ISDs pertinent to the Family to Family Connection. This is necessary in order to monitor and maintain the program. An integral part of the contract will stipulate an ongoing criteria for evaluation of the program. Total cost for the interlocal contract is \$94,215 in FY 2012 and \$200,020 in FY 2013.

To ensure consistency in data collection and compatibility in the sharing of information, the Department of Health and Human Services proposes to purchase computer hardware and software for each ISD. The number of computers for each ISD is dependent upon the size of the ISD and the number of New Baby Centers contained therein. Further detail concerning how the total number of computers for each ISD was derived, as well as detailed costs for the interlocal contract, is contained in the budget document.

<u>ISD#</u>	<u>Number of Computers</u>	<u>Cost Per Computer</u>	<u>Total Cost</u>	<u>Date of Purchase</u>
1	10	\$ 3,502	\$ 35,020	Dec-2011
2	9	3,502	31,518	Jun-2012
3	7	3,502	24,514	Feb-2012
4	8	3,502	28,016	Jun-2012
5	8	3,502	28,016	Jun-2012
6	6	3,502	21,012	Jun-2012
7	3	3,502	10,506	Jun-2012
8	12	3,502	42,024	Jun-2012
9	14	3,502	49,028	Dec-2011
10	14	3,502	49,028	Jun-2012
11	12	3,502	42,024	Jun-2012
12	12	3,502	42,024	Feb-2012
13	<u>12</u>	3,502	<u>42,024</u>	Jun-2012
Total Cost	127		\$ 444,754	

Additionally, 14 computers will be necessary for state staff proposed to be hired in September and October 2011. The cost of each computer will be \$3,502 plus \$170 for a modem. Total cost for 14 computers to be purchased in September and October 2011 will be \$51,408.

vi. Training requirements

No training costs are anticipated. Volunteer staff within the individual ISD contract will be trained by the contractor with oversight provided by State employees.

D. Impact on existing services

This program is an enhancement to early childhood services provided by several agencies within the Department of Health and Human Services. Providing parenting classes and other information concerning the care of newborns and infants is a proactive process that will help to ensure that Nevada’s children receive the best foundation with which to build a healthy, productive future. While the Early Childhood Services program within the Division of Child and Family Services will provide guidance to this program, no further staffing or operating costs are anticipated.

As a result of needs identified by the family, it is anticipated that referrals will increase for the WIC program, Food Stamps, Medicaid, Employment and Training programs, health services and mental health services, child care and education. However, since this is a new program unlike any program currently in existence in the State, we are unable to predict in quantitative terms the number of children and families who will be eligible for these programs.

E. Impact on future biennia

Note: If the proposal provides only initial start-up costs for the current biennium, provide projections for the next two biennia to include an estimate of the increase in base funding levels. Also, determine in which year maximum cost for the proposal will be realized and provide an estimate on the maximum cost.

Start-up costs occur in FY 2012. The full cost of the program occurs in FY 2013; therefore the following

	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Personnel Services	\$ 605,596	\$ 635,875	\$ 667,669	\$ 701,053	\$ 736,106
In State Travel	52,778	55,417	58,188	61,097	64,152
Operating	284,036	292,557	301,334	310,374	319,685
Equipment *					25,000
Block Grants **	4,502,575	5,535,372	5,812,141	6,102,747	6,407,885
<u>Board and Advisory Council Costs</u>	<u>221,013</u>	<u>223,223</u>	<u>225,455</u>	<u>227,710</u>	<u>229,987</u>
Total	\$ 5,665,998	\$ 6,742,444	\$ 7,064,787	\$ 7,402,981	\$ 7,782,815

expense projections are made based on FY 2013 costs:

* Replacement costs for Computer Equipment purchased in FY 2012

** Based on 5% increase per year in number of newborns

	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
General Fund	\$ 4,826,847	\$ 4,413,313	\$ 4,380,169	\$ 4,293,730	\$ 4,266,799
Title XIX	839,151	1,685,611	1,836,844	2,220,894	2,507,501
CCBG		<u>643,520</u>	<u>847,774</u>	<u>888,357</u>	<u>1,008,515</u>
Total	\$ 5,665,998	\$ 6,742,444	\$ 7,064,787	\$ 7,402,981	\$ 7,782,815

It is anticipated that general fund need will decrease beginning in the year 2013. Additionally, Federal Title XIX and Child Care Block grant funding will increase:

Providing case management services to an additional 5% of the Medicaid population in each year from FY 2013 through FY 2017. CCBG revenues are based on providing child care to an estimated 3% of the eligible population in each of the years 2013 through 2017.

Thus, while total costs increase due to population increases and inflationary factors, general fund need will decrease, beginning in the year 2013, due to the ability to capture additional federal revenues.

F. Performance indicators

The following performance indicators will be used to determine measurable outcomes for the proposal:

Consumer Benefit/Impact

- Family to Family connection will provide families with information regarding availability of community resources appropriate to meet their needs as self-identified. Family to Family will also facilitate and arrange for access to these services.
- Family to Family Connection will provide information to community-based organizations regarding the availability of Family to Family Connection services and request for referrals.

Indicators:

1. Percentage of families that access resources as a result of referral by Family to family Connection based on

needs identified by the family.

- WIC referrals: > 90%
- Immunizations in accordance with schedule: 100%
- Food Stamps: > 90%
- Medicaid: > 90%
- Employment: > 60%
- Child Care: > 90%

g. Respite: > 50%

h. Health Services: > 50%

i. Mental Health Services: > 50%

j. Education: > 50%

k. Employment Training: > 30%

2. Number of referrals from each community-based organization.

Satisfaction with Service Opportunities

- Family to Family Connection will request that families randomly complete a survey to determine satisfaction with service opportunities as provided by Family to Family Connection.

Indicators:

- Percentage of families that indicate satisfaction with services within
 - One month of contact: 85%
 - Six months of contact: 85%
- Percentage of organizations contacted that indicate the Family to Family Connection provides a useful purpose/resource for the local neighborhood: > 98%
- Percentage of organizations contacted that indicate that Family to Family Connection conducts activities in a timely, responsive, and professional manner: > 90%

Work Process Output

Opportunities for families and their infants

- Family to Family Connection will provide information to:
 - Promote positive parent/child interactions.
 - Facilitate family access to adequate medical services.
 - Facilitate family's connection with appropriate community resources.
 - Promote effective coping skills.
 - Advance optimal child development.
 - Facilitate parent's understanding of health issues.
 - Facilitate parent's understanding of safety issues.
 - Assist with finding child care/respice care.
- Family to Family Connection will facilitate information and formal family gatherings such as:
 - Support groups.
 - Neighborhood gatherings.
 - Parent Education Classes.
- Family to Family Connection will provide resources to develop 13 Resource Lending Centers to include books, videotapes, instructional toys, safety equipment, sample assessments, audiotapes, etc.

Indicators:

1. Percentage of families of all live births who request information: > 75%
2. Percentage of families who request visit(s): > 50%
3. Percentage of families who attend support groups: > 45%
4. Percentage of families who attend informal neighborhood gatherings: > 45%
5. Percentage of families who use resources from resource centers: > 45%

Partnerships

- Family to Family Connection will identify a designated lead community organization through an RFP process in each community. Family to Family Connection will also facilitate the development of agreements designed to share resources and establish partnerships at the local level to support the Family to Family Connection network of services.

Indicators:

1. Number of new agreements developed to facilitate Family to Family Connection network.
2. Percentage of local services that share resources or develop partnerships with local organizations: > 75%

Strategic Outcome

(Some of these are intended as long-term outcomes.)

- Family Involvement in local neighborhood and family demographics. As a result of involvement in Family to Family Connection, there will be an increase in the number of participants (male and female) volunteering and/or paid to be a support to other families and working in local non-profit community organizations. Results will be gathered based on participant surveys.

Indicators:

1. Percentage of participants who volunteer for or become employed by Family to Family Connection following initial contact with the program: > 15%
2. Percentage of participants who become employed in the area of child care in the local neighborhood and/or community: > 5%
3. Percentage of participants who volunteer or lead activities within local neighborhood: > 20%
4. Percentage of two parent families: > 45%
5. Number of teen parents
6. Percentage of parents who are unemployed and who become employed or enter training programs within 6 months on involvement of program: 30%
7. Percentage of families who locate and access appropriate child care/respice care within 6 months of involvement of program: > 35%

G. Plan of action should performance expectations or funding requirements not be met

If individual Infant Support Districts do not meet performance expectations, the state will terminate their contract in accordance with contract terms. A Request for Proposal process will be initiated to obtain another contractor to continue services in that Infant Support District.

If statewide performance indicators do not meet the majority of expectations outlined in Section VI. F of this proposal, all ISD contracts will be terminated in accordance with contract terms. An assessment will be made to determine the feasibility of continuing, reducing or eliminating program services. Based on the results of the assessment, an action plan will be developed to either continue, reduce or eliminate the program.

If budgeted funding requirements are not met but the program is successful based on achievement of performance expectations, program services will be reduced (i.e., less visitations per newborn; fewer hours of operation of New Baby Centers and Resource Lending Centers). The reduced services will be in proportion to the amount of reduced funding.

If all funding is eliminated, the program will terminate. This will require 30 days notice to all contractors as well as layoff notices to all Family to Family state personnel. However, if the program is successful but general fund support is eliminated, the State will negotiate with counties and local governing entities to continue the program through county support and donations.

Developing Costs for New Positions

The following example uses a federal mandate as justification for an agency's need to request new positions. Agencies can apply the same concepts for any requests for new positions.

The following is a working example of a request from a fictitious state agency for new positions in response to a federal mandate. The example serves to highlight, conceptually, the process and general methodology an agency may utilize to assemble a similar request in the agency's budget request.

Example

Assume over the next biennium the Inspections Division will be required to comply with a federal mandate requiring states to increase the frequency of safety related and ADA inspections of certain public facilities from twice a year to four times a year. Assume also this mandate takes effect in July 2016. Based upon the division's current workload, the division estimates it will need additional staff and equipment to comply.

The division has already performed an analysis of the federal mandate and of its current inspection capabilities.

- The Inspections Division has 25 FTEs, 5 of whom are Inspectors.
- Each inspector, when fully employed 100 percent of the time in inspection activities, can perform 25 inspections per year.
- The current annual inspection capacity is 125 (5 inspectors x 25 inspections per year).
- There are 50 sites that need to be inspected. If these are inspected twice annually (the current requirement), there will be 100 required inspections per year (50 x 2 = 100).
- The new federal mandate requires four inspections annually per facility or 200 inspections per year (50 facilities x 4 inspections per year = 200).
- The current staff can only handle 125 inspections per year, leaving a shortage of 75 required inspections (200 – 125 = 75).
- If each inspector can perform 25 inspections a year, then hiring three new inspectors (75 / 25 = 3) should handle the need and allow the division to comply with the new federal mandate.

The division has identified other related costs associated with three new employees such as travel, operating, training, equipment, and information services. These costs must be defined in NEBS in the **Account Maintenance** screen. Information entered in this screen includes:

- The decision unit number (M-500 through M-597 for federal mandates)
- The expenditure categories and object codes for each cost element.
- Justification and documentation supporting the request.

Refer to the [Accounts Maintenance](#) section of this budget manual for a detailed explanation of the function and requirements of NEBS maintenance.

Once the request has been established and defined in the **Account Maintenance** screen, define and input the request for positions. Refer to the [New Position](#) section of this budget manual for a detailed explanation of these requirements.

Along with any request for new positions and their associated ancillary costs, there are several other costs to consider. Refer to the [Projections: Revenues & Expenditures](#) section of this budget manual for a detailed explanation.

For this example, those costs would include the following:

- Category 02, Out-of-State Travel
- Category 03, In-State Travel
- Category 04, Operating
- Category 05, Equipment
- Category 26, Information Services
- Category 30, Training

Each of these categories will be described in the following sections.

	NORTHERN REGION	SOUTHERN REGION	TOTAL	ESTIMATING METHODOLOGY COMMENTS	
Number of facilities	30	20	50	Northern Region: Inspections are grouped and scheduled to a complete day. Travel costs include full day per diem as provided in SAM (Chapter 200). In addition, due to rural make up of the geographic region approximately 1/3 of the inspections scheduled historically require over-night stays. (per night stay in accordance with SAM), and Fleet Services rental costs, which can be found on Fleet Services website under Rates.	
Current number of annual inspections (@ 2 per year per facility)	60	40	100		
Current annual cost of inspections					
Per diem	\$ 2,720	\$ 1,040	\$ 3,760		
Vehicle expense	\$ 2,400	\$ 1,600	\$ 4,000		
Total annual cost of inspections	\$ 5,120	\$ 2,640	\$ 7,760		
Current number of inspectors	3	2	5		
Average annual cost of inspection per FTE	\$ 1,707	\$ 1,320	\$ 3,027		
Number of new FTEs requested	2	1	3		Southern Region: Inspections can be grouped and scheduled so that no overnight stays would be required.
Total additional funding needed	\$ 3,413	\$ 1,320	\$ 4,733		

Categories 02 & 03 - Out-of-State Travel and In-State Travel

Will the new employees need to travel in the daily course of their jobs? In this example, the Inspections Division conducts inspections statewide, requiring the inspectors to travel extensively. In addition to the day-to-day travel requirement to conduct inspections, in-state travel is also required to attend quarterly regional meetings and out-of-state travel will be required to attend the Annual Western State Conference of State Inspectors (WSCSI).¹

Since this request is an expansion of an ongoing service the division already provides an annual average regional cost used to estimate inspection related travel expenses. Three of the division’s five inspectors are assigned to the northern region, and the remaining are assigned to the south. Using average regional costs greatly simplifies cost estimates and is far less time consuming than tracking costs for each inspector. Simple averages based on historical data will provide adequate results for this example.

The table at the top of the page illustrates how to present the assumptions and calculations for the in-state travel component of your request. In addition to the table, an agency would be expected to provide historical data showing the baseline (current) annual travel for inspections as well as data supporting the baseline workload ratios for the inspectors.

Additionally, estimate costs for staff to attend regional meetings for the WSCSI and an annual State Inspectors Conference in Washington D.C. This type of travel is unique and can be easily calculated on a per trip basis and submitted as such. For this example, we assume four quarterly regional WSCSI meetings and one annual conference.

¹ These conferences do not have a training component and, therefore, are budgeted in the travel categories rather than Training, category 30.

Other issues to consider when estimating expenditures for travel:

1. Travel expenditures for the first year should coincide with the approved hire date for the new staff. In accordance with general practices, new positions are approved with an October 1 effective date in the first year. Therefore, the above estimate must be adjusted to reflect the delayed start and reduced by 25% for the first year only.
2. Conference registration fees are normally budgeted in the operating expenditure category. Training registration is charged to category 30 - Training.
3. Is the travel being funded by a dedicated revenue source? If so, it is acceptable to budget all costs except personnel costs in a special use category.
4. Budget for 21-day advance tickets to the destination(s) in out-of-state travel requests. The state policies for per diem rates for hotel, meals, and incidentals can be found in the SAM 200.
5. Will all staff travel? Determine which positions should travel and be prepared to justify the need, especially when requesting travel to quarterly meetings and annual conferences.

NEBS Input

The agency should have already defined:

- The appropriate maintenance decision unit (M-502 in this example)
- The necessary travel expenditure categories (02 and 03)
- The associated object codes (6100 and 6200 series general ledger numbers) in the NEBS Account Maintenance screen

Budget Account Decision Unit

Budget Period: 2013-2015 Biennium (FY14-15)
 Budget Account: 1234 EXAMPLE OF AN AGENCY REQUEST BUDGET
 Version: A00 AGENCY REQUEST AS SUBMITTED
 Decision Unit: New Decision Unit for this Budget Account

Basic Info

Code: M502 MANDATES Define appropriate decision unit and Budget Account Priority value

Name: MANDATES

Department Priority: n/a

Budget Account Priority: 1

Save Save and Return Cancel

+ Add Category...

<input type="checkbox"/>	<input type="checkbox"/>	00	REVENUE
<input type="checkbox"/>	<input type="checkbox"/>	01	PERSONNEL SERVICES
<input type="checkbox"/>	<input type="checkbox"/>	03	IN-STATE TRAVEL
<input type="checkbox"/>	<input type="checkbox"/>	04	OPERATING
<input type="checkbox"/>	<input type="checkbox"/>	05	EQUIPMENT
<input type="checkbox"/>	<input type="checkbox"/>	10	PROGRAM PAYMENTS
<input type="checkbox"/>	<input type="checkbox"/>	15	PATIENT MEDICATION
<input type="checkbox"/>	<input type="checkbox"/>	20	BAIL BOND REFUNDS

Add the appropriate travel expenditure categories - Category 02 in this case.

Category 04 - Operating

Be sure to budget associated operating costs for new employees such as supplies, postage, telephone, voice mail, long distance, small equipment, office space, etc. Only include additional office space if the added staff will not fit in current space.

When budgeting for the operating expenditures, use the estimating methodology that is most appropriate for the request, provided it is adequately justified and documented. A common method used in state budgeting is to estimate operating costs on an average FTE basis. Refer to the new positions cost projections template located on the Budget Division's website.

Next, evaluate your historical data and determine if it is more appropriate to develop averages at the "object code" level (best for detailed data) or create a single category 04 average (better for incomplete or generalized data). Also consider those operating costs that are schedule driven in NEBS and account for them in your funding request.

The example below illustrates how operating costs are estimated.² In this example, historical data has been normalized and adjusted for inflation. Whatever estimation method the agency uses, document and support the calculations.

² Only budget for nine months in the first year of the biennium for positions with a start date of October 1.

Cat	GL	Description	Previous minus 3	Previous minus 2	Previous minus 1	Previous Year	Actual Base Year	5-Year Average
04	7045	Operating Supplies	\$ 2,988	\$ 3,049	\$ 3,112	\$ 3,175	\$ 3,240	\$ 3,113
04	7040	Non-State Printing Services	\$ 78	\$ 88	\$ 73	\$ 56	\$ 80	\$ 75
04	7045	State Printing Charges	\$ 99	\$ 105	\$ 96	\$ 77	\$ 113	\$ 98
04	4060	Contracts	\$ 1,756	\$ 1,792	\$ 1,829	\$ 1,866	\$ 1,904	\$ 1,829
04	7090	Equipment Repair	\$ 223	\$ 145	\$ 275	\$ 301	\$ 278	\$ 244
04	7140	Maintenance of Buildings and Grounds	\$ 1,111	\$ 1,423	\$ 1,690	\$ 1,478	\$ 2,043	\$ 1,549
04	7280	Outside Postage	\$ 334	\$ 453	\$ 378	\$ 265	\$ 398	\$ 366
04	7285	Postage - State Mail Room	\$ 7,648	\$ 7,804	\$ 7,964	\$ 8,126	\$ 8,292	\$ 7,967
04	7296	EITS - Long Distance Charges	\$ 566	\$ 598	\$ 605	\$ 773	\$ 690	\$ 646
04	7298	EITS - Long Distance Phone Cards	\$ 15	\$ 23	\$ 11	\$ 20	\$ 33	\$ 20
04	7370	Publications and Periodicals	\$ 600	\$ 613	\$ 625	\$ 638	\$ 651	\$ 625
04	7460	Equipment Purchased Under \$1,000	\$ 646	\$ 659	\$ 672	\$ 686	\$ 700	\$ 673
Totals			\$ 16,064	\$ 16,752	\$ 17,330	\$ 17,461	\$ 18,422	\$ 17,205

Other Operating Costs Based on FTE

Cat	GL	Description		Cost Per		
				Unit	FTE	Total
04	7290	Phone, Fax, Comm Line	EITS Schedule - Cost Per	\$ 12.33	\$ 3.00	\$ 443.88
04	7292	EITS Voice Mail	EITS Schedule - Cost Per	\$ 4.24	\$ 3.00	\$ 152.64
04	7295	EITS State Phone Line	EITS Schedule - Cost Per	\$ 15.75	\$ 3.00	\$ 567.00
04	7050	Employee Bond Insurance	NEBS Payroll Schedule	\$ 2.69	\$ 3.00	\$ 8.07
04	7054	AG Tort Claim Assessment	NEBS Payroll Schedule	\$ 118.56	\$ 3.00	\$ 355.68
Totals				\$ 153.57	\$ 15.00	\$ 1,527.27

Description	Previous minus 3	Previous minus 2	Previous minus 1	Previous Year	Actual Base Year	5-Year Average
Baseline FTEs	25	25	25	25	25	25
Average Annual Expenditure Per FTE	\$ 643	\$ 670	\$ 693	\$ 698	\$ 737	\$ 688
Average Annual Expenditure (x 3 FTE)						\$ 2,065

Category 05 - Equipment

The three new positions requested in this example may require office furniture or special equipment. The equipment schedule in NEBS standardizes costs for equipment. Standard equipment, such as office furniture, is grouped together under executive or secretarial units in the drop-down menu of the schedule. The pricing for the executive unit includes either a cubicle station with panels, work surfaces, built-in two-drawer file cabinet and overhead bookcase/storage unit, or a stand alone furniture unit with a desk, credenza, chair, file cabinet, wastebasket, two side (guest) chairs, bookcase, and computer workstation. The secretarial unit includes all of the items listed previously except the two side chairs. Executive units should only be budgeted for Section Chiefs, Deputy Division Heads, Division Heads, Deputy Directors (Secondary Cabinet member) or Directors (Cabinet member). Typically, this would include grade 39 and above. Exceptions to this guideline must be justified at the decision unit level in NEBS. Special equipment in this example could include special test equipment used for inspections, Fleet Services vehicles, and communication equipment (Refer to SAM 1308 for

guidelines on vehicle purchases). It is necessary to determine what items each new position will require to carry out his or her daily functions. Will the new positions be able to use existing resources by sharing equipment (vehicles, etc.) or office resources such as office space? The following sample screen illustrates how the equipment schedule may appear in NEBS.

If it is determined that the new positions require new vehicles instead of Fleet Services vehicles, provide documentation/justification based on SAM 1322 - Vehicle Utilization Requirements.

Line #	DU	Catg	GL	Equipment Type	Priority	Count	Rate	Total
1		E225	05	8360 VEHICLE-FLEET-LV-1.1 SEDAN: FULL-SIZE, 4 DOOR, 6 PASS - Y1 \$17,933.00 Y2 \$17,933.00	5	1	17,933.00	17,933.00
2		E225	05	MACBOOK AIR 13" 256 GB - Y1 \$1,199.00 Y2 \$1,199.00		0	0.00	0.00
Equipment Schedule Total: 17,933.00 Includes Other Amounts Below: 17,933.00								

required EITS services.

The above is a sample screen for EITS services in NEBS.

Schedule: EITS

Schedule Details | Additional Text

Decision Unit Filter: Display all Decision Units

Status: COMPLETE | Save | Save and Return | Cancel | Process Schedule...

Use Dec Unit as defined in the Account Maintenance Tab and identify appropriate expenditure category

Select appropriate EITS Services and service utilizations

EITS Schedule

Delete	Line #	DU	Catg	IT Service	GL	Unit of Measure	Act. Qty.	Budget Year 1				
								Quantity	Rate	Inflation	Total	Quantity
<input type="checkbox"/>	1	E225	26	STATE PHONE LINE - Y1 \$13.48 Y2 \$13.48	7295	PER LINE PER MONTH	0.0000	9	13.480000	0.00	121.32	12
<input type="checkbox"/>	2	E225	26	EMAIL SERVICE - Y1 \$3.82 Y2 \$3.82	7533	PER ACCOUNT PER MONTH	0.0000	9	3.820000	0.00	34.38	12
<input type="checkbox"/>	3	E225	26	VOICE MAIL - Y1 \$3.52 Y2 \$3.52	7292	PER ACCOUNT PER MONTH	0.0000	9	3.520000	0.00	31.68	9

Category 30 - Training

Similar to the travel categories, the training category is used to estimate expenditures associated with any training required for the new staff. Please refer to the travel cost section of this example for the type of information and level of detail needed in requesting travel

Category 26 - Information Services

Normally, the three additional inspectors being requested in this example will need computers and e-mail accounts. Additional programming time or computer technician time may be needed to get the individuals set up on your network. Also included are the various EITS assessments that are automatically calculated in NEBS based on FTE count.

The equipment schedule is used to budget for the computer hardware, software, and annual maintenance costs. As mentioned previously, standard prices are already loaded into the schedule. Enter the quantity needed and process the schedule to update the line item.

Costs for EITS services are also loaded in NEBS. Estimate what services will be required and how much service (utilization) will be allocated to each of your new FTEs. In this example, we have sufficient historical data to develop average service utilizations (e.g., database support, etc.) for the current inspector positions. Those averages are representative of the utilization for the new FTEs and will be entered in the EITS schedule. Remember, the first year should be pro-rated because positions are budgeted to begin October 1, not July 1 (nine months rather than a full year). This example is for illustrative purposes only and is not meant to be all-inclusive of

costs for training. *Travel costs associated with training, including registration fees, should be recorded in training expenditure category 30 unless you are recording all expenditures in a special use category.* Follow the same cost estimation process noted in the travel section to develop training costs.

The biggest issue you will have in developing a training plan for new FTEs is determining the location for their training. Some of this information can be approximated by your historical data. If you don't have an exact location for the proposed training because training sites change annually, pick one city on the east coast and one on the west coast for budgeting purposes. Include 21-day advance airfare to the cities you select. The per diem rate policies are located in the SAM 200 and can be used to estimate the costs associated with lodging and meals. The travel spreadsheet in the travel cost section can be used for the training category to estimate the total training costs and should be attached at the decision unit level in NEBS (Refer to the example training template located on the Budget Division website).

Summary

This simple example illustrates the kind of rationale the Budget Division is looking for when reviewing a request

for additional staff. If your division has a legislatively approved caseload ratio, you must use that ratio when calculating the additional staff needed due to the mandate, court order, or consent decree. Be aware the Budget Division will ask if there are ways to streamline your division's operations or if other efficiencies could be put into place to reduce the need for additional staff.

Justification for Vacant Positions

Report and Justification for Positions Vacant at Least 12 Months

Department: _____

Division: _____

Fund/Budget Account: _____

NRS 353.210 Submission of vacant positions, expenditure requirements and anticipated income: provision of information to Fiscal Analysis Division of Legislative Counsel Bureau; proposed budgets for certain agencies.

1. Except as otherwise provided in subsection 6, on or before September 1 of each even-numbered year, all departments, institutions and other agencies of the Executive Department of the State Government, and all agencies of the State, including those operating on money designated for specific purposes by the Nevada Constitution or otherwise, shall prepare, on blanks furnished them by the Chief, and submit to the Chief:
 - a. The number of positions within the department, institution or agency that have been vacant for at least 12 months, the number of months each such position has been vacant and the reasons for each such vacancy;

PCN	Class Code	Position Title	Vacant Since	Total Months (as of 9/1/2016) *	Reason Vacant	Justification to Retain Position

* Positions must be reported if they've been vacant for 12 consecutive months from the date listed.

Assessments and Full-Time Equivalent (FTE) Driven Costs

ASSESSMENT TITLE	ASSESSMENT DESCRIPTION	BASED ON (HOW IT'S DEVELOPED)	HOW IT'S APPLIED
Personnel Assessment (Category 01)	Represents an allocation to state agencies of the costs for the recruitment, examining, classification, compensation and training functions of the Division of Human Resource Management (DHRM)	A specific percentage of the total gross salaries of classified and unclassified positions included in each agency's budget During Governor's Recommended phase these assessments are changing from a percentage of payroll basis to a per full-Time Equivalent (FTE)	Legislatively approved budget amount
Payroll Assessment (Category 01)	Represents an allocation to state agencies of the costs for the central payroll function of the DHRM	A specific percentage of the total gross salaries included in each agency's budget During Governor's Recommended phase these assessments are changing from a percentage of payroll basis to a per full-Time Equivalent (FTE)	Legislatively approved budget amount
Employee Bond (Category 04)	Provides for loss caused by any fraudulent or dishonest act committed by an employee acting alone or with others	FTE positions in each agency's budget	Legislatively approved budget amount
Employee Tort (Category 04)	Provides self-insurance for general liability claims (torts)	FTE positions in each agency's budget	Legislatively approved budget amount
Retired Employees Group Insurance (REGI) (Category 01)	Provides a centralized collection mechanism for the receipt of contributions made by each state entity for the benefit of all retired state employees	A specific percentage of the total gross salaries included in each agency's budget	Legislatively approved budget amount
EITS - Infrastructure Assessment (Category 26)	Provides DNS routing, help desk, state web portal, web page development, state toll free access, state on-line phone book, and state operator service	FTE positions in each agency's budget	Legislatively approved budget amount
EITS - Security Assessment (Category 26)	Supports agencies in developing, implementing and maintaining agency specific IT security programs through security standards and procedures, backup and recovery plans, and disaster recovery plans	FTE positions in each agency's budget	Legislatively approved budget amount
Purchasing Assessment (Category 87)	Represents an allocation of effort for services provided by the Purchasing Division to state agencies related to purchase orders and inventory, requests for proposals, and Master Service Agreements.	On a biennial basis, the division determines a percentage of staff time for each of the three cost pools – Commodities (purchase orders and inventory), Services (requests for proposals), and Master Service Agreements. The dollars assessed to each agency are determined via a combination of allocation bases, including weighted purchase order and weighted request for proposal volume, total dollar volume on master service agreements, and total number of transactions with vendors established by Purchasing	Legislatively approved budget amount

Schedule-Specific General Ledger Numbers

CASELOAD SCHEDULE			
GL	DESCRIPTION	GL	DESCRIPTION
702E	Caseld Drvn - Operating Supplies	718A	Caseld Drvn - Med/Dent Svcs - Non-Cont.-C
702F	Caseld Drvn - Operating Supplies-A	718B	Caseld Drvn - Med/Dent Svcs - Non-Cont.-D
702G	Caseld Drvn - Operating Supplies-E	718C	Caseld Drvn - Med/Dent Supp - Non-Cont.-A
702H	Caseld Drvn - Operating Supplies-F	718D	Caseld Drvn - Med/Dent Supp - Non-Cont.-D
702I	Caseld Drvn - Operating Supplies-H	719A	Caseld Drvn - Stipends - B
702J	Caseld Drvn - Operating Supplies-I	720A	Caseld Drvn - Food
704A	Caseld Drvn - Printing & Copying - A	720B	Caseld Drvn - Food-F
704B	Caseld Drvn - Printing & Copying - B	720C	Caseld Drvn - Food-G
704C	Caseld Drvn - Printing & Copying - C	720D	Caseld Drvn - Food-H
706A	Caseld Drvn - Contracts	732A	Caseld Drvn - Inst. Supplies
706B	Caseld Drvn - Contracts - A	742A	Caseld Drvn - Inmate Supplies
706C	Caseld Drvn - Contracts - D	742B	Caseld Drvn - Client Mat. Provider Pmts-A
707A	Caseld Drvn - Contracts - L	742C	Caseld Drvn - Client Mat. Provider Pmts-B
707B	Caseld Drvn - Contracts	742D	Caseld Drvn - Client Mat. Provider Pmts-C
712A	Caseld Drvn - Adv. & Public Rel - F	763A	Caseld Drvn - Misc. Goods, Mat - A
717A	Caseld Drvn - Inmate Clothing		
VENDOR SCHEDULE			
GL	DESCRIPTION	GL	DESCRIPTION
7060	Contracts	7304	Dues & Registrations-B
7061	Contracts - A	7305	Dues & Registrations-C
7062	Contracts - B	7370	Publications & Periodicals
7063	Contracts - C	7371	Publications & Periodicals-A
7064	Contracts - D	7372	Publications & Periodicals-B
7065	Contracts - E	7373	Publications & Periodicals-C
7066	Contracts - F	7374	Publications & Periodicals-D
7067	Contracts - G	7430	Professional Services
7068	Contracts - H	7431	Professional Services-A
7069	Contracts - I	7432	Professional Services-B
7070	Contracts - J	7433	Professional Services-C
7071	Contracts - K	7434	Professional Services-D
7072	Contracts - L	7435	Professional Services-E
7073	Software License/Mnt Contracts	7436	Professional Services-F
7074	Hardware License/Mnt Contracts	7437	Professional Services-G
7075	Med/Health Care Contracts	7438	Professional Services-H
7076	Pharmaceutical Contracts	7960	Rentals For Land/Equipment
7077	Foster Care - Individual Contracts	7961	Rentals For Land/Equipment- A
7078	Foster Care - Institution Contracts	7962	Rentals For Land/Equipment-B
7079	Goods/Materials Contracts	7963	Rentals For Land/Equipment-C
7211	MSA Programmer Charges	7980	Operating Lease Payments
7272	Interest Expense	7981	Operating Lease Payments - A
7273	Interest Expense-A	7982	Operating Lease Payments - B
7274	Interest Expense-B	7983	Operating Lease Payments - C
7300	Dues & Registrations	7984	Operating Lease Payments - D
7301	Membership Dues	8410	Prin-Installment/Lease Purchase
7302	Registration Fees	8411	Prin-Install/Lease Purchase-A
7303	Dues & Registrations-A	8412	Prin-Install/Lease Purchase-B

EQUIPMENT SCHEDULE			
<u>GL</u>	<u>DESCRIPTION</u>	<u>GL</u>	<u>DESCRIPTION</u>
7460	Equipment Purchases < \$1,000	8280	Heavy Duty Trucks - New
7461	Equipment Purchases < \$1,000-A	8290	Telephone System Equip >\$5,000
7462	Equipment Purchases < \$1,000-B	8291	Telephone System Equipment - A
7463	Equipment Purchases < \$1,000-C	8292	Telephone System Equipment - B
7464	Equipment Purchases < \$1,000-D	8293	Telephone System Equipment - C
7465	\$1,000 < Equipment Purchases < \$5,000	8300	Aircraft
7466	\$1,000 < Equipment Purchases < \$5,000-A	8310	Pick-Ups, Vans - New
7467	\$1,000 < Equipment Purchases < \$5,000-B	8320	Used Major Equipment >\$5,000
7468	\$1,000 < Equipment Purchases < \$5,000-C	8321	Used Major Equipment <\$5,000-A
7469	\$1,000 < Equipment Purchases < \$5,000-D	8330	Office & Other Equip >\$5,000
7770	Computer Software >\$5,000	8331	Office & Other Equipment - A
7771	Computer Software <\$5,000 - A	8332	Office & Other Equipment - B
7772	Computer Software <\$5,000 - B	8333	Office & Other Equipment - C
8200	Water System Equipment	8334	Office & Other Equipment - D
8210	Mobile Homes/Storage Sheds	8340	Special Purpose Vehicles >\$5k
8220	Trailers	8341	Special Purpose Vehicles - A
8230	Microwave Stations & Systems	8350	Used Furnishings >\$5,000
8240	New Furnishings >\$5,000	8351	Used Furnishings <\$5,000
8241	New Furnishings <\$5,000 - A	8360	Automobiles - New
8242	New Furnishings <\$5,000 - B	8370	Computer Hardware >\$5,000
8250	New Major Equipment >\$5,000	8371	Computer Hardware <\$5,000 - A
8251	New Major Equipment <\$5,000 -A	8372	Computer Hardware <\$5,000 - B
8252	New Major Equipment <\$5,000 -B	8373	Computer Hardware <\$5,000 - C
8260	Boats	8374	Computer Hardware <\$5,000 - D
8270	Special Equipment >\$5,000	8380	Used Vehicles > \$5,000
8271	Special Equipment <\$5,000 - A	8381	Used Vehicles < \$5,000
8272	Special Equipment <\$5,000 - B	8390	Miscellaneous Equipment>\$5,000
8273	Special Equipment <\$5,000 - C	8391	Miscellaneous Equip <\$5,000 -A
8274	Special Equipment <\$5,000 - D	8392	Miscellaneous Equip <\$5,000 -B
8275	Special Equipment <\$5,000 - E	8393	Miscellaneous Equip <\$5,000 -C
8276	Special Equipment <\$5,000 - F	8394	Miscellaneous Equip <\$5,000 -D
8277	Special Equipment <\$5,000 - G		
BUILDING RENT NON-B&G SCHEDULE			
<u>GL</u>	<u>DESCRIPTION</u>	<u>GL</u>	<u>DESCRIPTION</u>
705A	Non B&G - Prop. & Cont. Insurance	7112	Non-State Owned Rental Misc
7105	State Owned Bldg Rent-Other	7118	Rent Paid To Real Estate Agent
7110	Non-State Owned Office Rent	7119	Rent Paid To Real Estate Agent
7111	Non-State Owned Storage Rent	7255	B & G Lease Assessment
MOTOR POOL VEHICLES SCHEDULE		LONGEVITY SCHEDULE	
<u>GL</u>	<u>DESCRIPTION</u>	<u>GL</u>	<u>DESCRIPTION</u>
6211	Mp Monthly Vehicle Rental In-State	5930	Longevity Pay
AGENCY-OWNED VEHICLES SCHEDULE		BUILDING MAINTENANCE SCHEDULE	
<u>GL</u>	<u>DESCRIPTION</u>	<u>GL</u>	<u>DESCRIPTION</u>
7052	Vehicle Comp & Collision Ins	705B	B&G - Prop. & Cont. Insurance
7059	Ag Vehicle Liability Insurance	7100	State Owned Bldg Rent-B&G
		714A	B&G - Building Maint

EITS SCHEDULE			
GL	DESCRIPTION	GL	DESCRIPTION
7292	EITS Voice Mail	7539	EITS Data Base Hosting
7293	DO NOT USE	7541	EITS Dial Up Access
7295	EITS State Phone Line	7542	EITS Silvernet Access
7509	EITS PBX Network Access	7543	EITS Direct Connect Broadband
7510	EITS Programmer/Developer	7545	EITS VPN Secure Link
7511	EITS Data Base Administrator	7550	EITS Microwave Site Space Rent
7512	EITS PC/LAN Technician	7551	EITS Microwave Channel Rent
7514	EITS Project Manager	7552	EITS Microwave DSI Circuit
7515	EITS Mainframe Services	7553	EITS Microwave Site Power Rec
7516	EITS Project Oversight		
7528	EITS Computing Svs - Disk Storage		
7529	EITS Computing Svs - Print Mgmt		
7530	EITS Computing Svs - Unix Support		
7532	EITS Web Hosting		
7533	EITS Email Service		
7535	EITS Non-Server Hosting - Basic		
7536	EITS Server Hosting - Basic		
7537	EITS Server Hosting - Managed		
7538	EITS Server Hosting - Full		
UNIFORM SCHEDULE		STAFF PHYSICALS SCHEDULE	
GL	DESCRIPTION	GL	DESCRIPTION
7170	Cloth/Uniform/Tool Allowance	7385	Staff Physicals
7171	Cloth/Uniform/Tool Allowance-A		
7174	Cloth/Uniform/Tool Allowance-D		
AGENCY OWNED PROPERTY & CONTENTS		VACANCY SAVINGS SCHEDULE	
GL	DESCRIPTION	GL	DESCRIPTION
7051	Agency Owned - Prop. & Cont. Insurance	5904	Vacancy Savings
B&G OWNED BUILDING RENT SCHEDULE			
OBJECT CODE	DESCRIPTION	OBJECT CODE	DESCRIPTION
705B	B&G - Prop. & Cont. Insurance	7100	State Owned Bldg Rent-B&G
DEPARTMENTAL COST ALLOCATION SCHEDULE			
OBJECT CODE	DESCRIPTION	OBJECT CODE	DESCRIPTION
7394	Cost Allocation - A	7398	Cost Allocation - E
7395	Cost Allocation - B	7399	Cost Allocation - F
7396	Cost Allocation - C	7439	Dept of Admin - Admin Ser Div
7397	Cost Allocation - D		

Style for Budget Text

The Governor's Executive Budget is a document available to the public and should be written with the public as the target audience. Please follow this style guide when entering text in NEBS.

Complete Sentences

Please use complete sentences for all decision unit descriptions and justifications. Sentences should be written in present tense unless it relates to an upcoming merger or consolidation, in which case phrases such as “will be merging” are acceptable.

Capitalization

Please do not capitalize every word. Only capitalize titles such as Insurance Division. Some examples:

- Capitalize “State of Nevada”
- Do not capitalize “the state”
- Capitalize “Department of Administration”
- Do not capitalize “the department”
- Capitalize “Division of Minerals”
- Do not capitalize “the division”
- Capitalize “Executive Branch”, “Legislative Branch”
- Capitalize “Governor” and “Legislature”
- Capitalize “General Fund” and “Highway Fund”

Numbers

Please spell out the following:

- Numbers one through nine
- Numbers that begin a sentence or title – One year ago this scenario was repeated
- Numbers that form a compound word – A two-year-old program
- Fractions – one-half
- Percent 0.6 percent, 12 percent

Use numerals for the following:

- Numbers with two or more digits – 1,889, 162, or 27
- Decimals need to have a zero placed before the decimal point 0.85

- Dates, page references, room numbers, statistics, addresses, percentages, and dollars and cents – 1889, 7,500 residents, 99.44%, page 2, 221 B Baker Street, \$5.98
- A list or series of numbers – 1, 4, 9, 16, 25
- Spell out percent instead of using the % sign unless it is part of a performance measure or graph

Abbreviations

- Fiscal years – Please spell out “fiscal year,” “state fiscal year,” and “federal fiscal year.” Do not use “FY,” “SFY,” or “FFY.”
- Budget accounts - Please use “budget account” instead of “BA.”
- FTE - Spell out the first reference in each section as “full-time equivalent (FTE)” and then refer to it as FTE, it is never FTEs or FTE's.

General Fund

It is referred to as “General Fund appropriations”. Do not use “General Funding” or “General Funds”.

Acronyms

Please spell out acronyms the first they are used. For example: Enterprise Information Technology Services (EITS). Exceptions to this are commonly used acronyms well known to the general public such as NASA, U.S., USDA, and HIV-AIDS. If a word with an acronym is used upon first reference but it is not used again, it is unnecessary to follow it with an acronym in parenthesis.

Program Description

- Double check your grammar, spelling, and punctuation.
- Write the description so it will be understandable to someone unfamiliar with your program.
- Be concise. One hundred words or less is ideal for a description.
- Verify your program statement is current and includes NRS references.

Apostrophes/Possessives

- Singular possessive: “The supervisor’s team is happy”
- Plural possessive: “ Division of Health Care Financing and Policy, Health and Welfare are all divisions of DHHS. The divisions’ objective is to assist the public (three divisions “own” a single objective).
- No apostrophe if talking about multiple items: “The supervisors are happy” (referring to multiple supervisors that are happy); “They are all divisions” (referring to multiple divisions)
- To avoid confusion when using multiple possessives, restructure the sentence – instead of “The Department of Administration’s Personnel section will be moving to the Department of Administration’s Division of Human Resource Management.” Use “The Department of Administration, Personnel section will be moving to the Department of Administration, Division of Human Resource Management.”
- An apostrophe is not needed when used with plural acronyms – “The CEOs were happy” (referring to multiple CEOs)

Exclude Position Control Numbers (PCNs)

Do not include PCNs in the text of your description – use position titles instead. Example: This request adds two Management Analyst IIs to the Division of Research, Planning and Grants Management, budget account 1340.

Commas and Semicolons in Lists

- For both comma and semicolon lists there must be a comma or semicolon before the “and” with the last item
- Do not use commas or semicolons at the end of sentences with bulleted lists

- Do not add the word “and” before the last item
- Commas are used for a simple list and semicolons are used for complex lists. Complex lists are any items that use complex sentence structure within the list or use commas within the list

DO - SIMPLE LIST

Inspections and investigations are conducted at pesticide-producing establishments, pesticide distributors, marketplaces, and dealerships. (comma at end of list)

DON’T – SIMPLE LIST

Inspections and investigations are conducted at pesticide-producing establishments, pesticide distributors, marketplaces and dealerships. (no comma at end of list)

DO- COMPLEX LIST

Other activities include: responding to endemic animal disease outbreaks; conducting surveillance; collecting and compiling methods and procedures to best diagnose and control diseases; administering disease control techniques, methods and procedures; and taking actions to prevent disease spread to humans or livestock. (semi-colon)

DON’T- COMPLEX LIST

Other activities include: responding to endemic animal disease outbreaks; conducting surveillance; collecting and compiling methods and procedures to best diagnose and control diseases; administering disease control techniques, methods and procedures and taking actions to prevent disease spread to humans or livestock. (semi-colon no comma)

Other activities include: responding to endemic animal disease outbreaks, conducting surveillance, collecting and compiling methods and procedures to best diagnose and control diseases, administering disease control techniques, methods and procedures, and taking actions to prevent disease spread to humans or livestock. (commas used should be semi-colon)

Use of Verb with Staff

Staff is a collective noun, which means it can be viewed as either singular or plural depending on the sentence. Examples:

SINGULAR

The staff is in a meeting.

Staff generates purchase orders.

PLURAL

The staff are in a disagreement about the findings.

Staff generate purchase orders.

Both are correct, however, it is more common to view “staff” as a singular unit. If you are uncertain, revise the sentence: The staff members are in disagreement about the findings. Staff members generate purchase orders.

Hyphens

Two or more words that are used together to form an adjective before a noun need to be hyphenated: full-time employee, out-of-compliance devices.

Decision Unit Synopsis

Do not create a synopsis for statewide created decision units, such as M-100, occupational studies, COLAs, NDOT radios and NHP dispatch. The Budget Division will supply language for these.

Any relevant information in addition to the synopsis needs to be entered in the justification section. Please use complete sentences and use spell check.

Transfer Decision Units

Transfer decision unit narratives should include the names and numbers of the source and destination budget accounts. For example, "This request recommends transferring two Management Analyst IIs from the Public Employees Benefits Program, budget account 1338 to Budget and Planning, budget account 1340."

If the transfer is between divisions, the title of the decision unit should include the source and destination budget account.

If the transfer is between departments, please also include the names of the source and destination departments in the title of the decision unit.

When including department names and budget accounts in decision unit titles, it may be necessary to abbreviate words as the title is limited to 50 characters.

Examples For Specific Decision Units

Base

This request continues funding for twenty-six employees and associated operating costs. One-time expenditures have been eliminated and partial year costs have been annualized.

M-150

This adjustment recognizes the difference between the actual expenditures for fiscal year 2012 and the anticipated expenditures for the 2013-15 biennium.

M-160 Position Reductions Approved

This request eliminates a total of three positions consisting of one Management Analyst II position and two Administrative Assistant II positions.

E-275 Educated and Healthy Citizenry

This request moves Project Crisis expenditures to the appropriate standard categories. Project Crisis was developed a number of years ago as a special program and has become a routine service offered by Children's Clinical Services and Early Childhood Mental Health Services.

E-250 Efficient and Responsive State Government

This request funds loss prevention building inspections that have not been inspected by the current contractor. Inspections will be at locations where the value of the property is \$5 million or less.

E-350 Safe and Livable Communities

This request adds funding for additional security coverage for the Linden Street clinic and the Northern Nevada Adult Mental Health Services (NNAMHS) campus.

E-275 Educated and Healthy Citizenry

This request funds the purchase of a Microsoft Project Server and required licenses which will allow the agency to successfully manage projects, track resources, and analyze and store project information.

E-350 Safe and Livable Communities

This request funds enhanced networking capacity between all offices to support the transmission of images.

E-500 Adjustments - Transfers In

This request aligns revenues associated with the transfer of the PC/LAN Technician in E-903.

E-710 Replacement Equipment

This request replaces computer hardware and associated software per the Department of Information Technology's recommended replacement schedule.

E-720 New Equipment

This request funds one copier and a rack to host the agency server, hubs, and other related equipment.

E-805 Classified Position Reclassifications

This request reclassifies an IT Professional II to an IT Professional III commensurate with duties of the position.

E-817 NDOT 800 MHz Radio Cost Allocation

This request provides funding for anticipated expenditures based on the statewide cost allocation schedule.

E-901 Trans From Home & Comm Based Prgms to Aging Admin

(example of transfer between budget accounts within a division with abbreviations)

This request transfers five positions consisting of one Information System Specialist III, one Administrative Aide, one Administrative Assistant I, one Administrative Assistant III, and one Accounting Assistant III from Home and Community Based Programs, budget account 3146, to Aging Federal Programs and Administration, budget account 3151.

E-902 Trans Frm Health Care Fin & Policy to Div of Aging

(example of transfer between divisions within a department with abbreviations)

This request transfers General Fund match from where it is currently budgeted in Nevada Medicaid, budget account 3243, to Home and Community Based Programs, budget account 3146, for consistency within the department.

E-903 Transfer From EITS to Dept of Administration

(example of transfer between departments)

This request transfers one PC/LAN Technician position from EITS Data Communications and Network Engineering, budget account 1386 to Budget and Planning, budget account 1340.

Glossary

Account(s) Maintenance

Preparing an agency's account in NEBS prior to constructing that agency's budget, which involves defining decision units, categories, specialized revenue ledgers, position groupings, and assessments that will be included in that budget.

Actual

The budgeted expenses and revenues of the base year adjusted to reflect those actually experienced during a fiscal year as listed in DAWN.

Activity

A service provided or function performed for a specific purpose and/or population to accomplish a defined goal or objective consistent with the agency's mission and strategic plan.

- Primary Activity - Activities clearly related to the agency's mission.
- Support Activity - Internal activities necessary to enable the agency to perform the primary activities.

Activity Mapping

A budget tool provided in NEBS detailing how revenues are allocated to support expenditures for each activity.

ADA

The Americans with Disabilities Act.

Adjusted Base Budget

The budget after adjustments have been made to base budget to eliminate one-time expenditures or to increase (annualize) revenues and expenditures for ongoing programs that were not operational for the entire base year.

Adjustment(s) to Base

A change to an actual expenditure included in the base budget to account for partial year, one-time expenditures and interim work program changes.

Advantage - Financial

The official state financial system of record in which state agencies record revenue and expenditure activity.

Advantage - HR (Human Resource)

The official state payroll and personnel system of record in which state agencies record employee payroll and personnel activity.

Agency Owned Property and Contents Schedule

This statewide schedule is used to calculate insurance costs for agency owned properties. This schedule is not completed by agencies.

Agency Owned Vehicles Schedule

This schedule is used to calculate insurance costs for agency owned vehicles. Depending on the insurance type selected, this schedule may result in the generation of one or more line items.

Agency Request Budget

A two year budget request prepared by a state agency — due to the Budget Division, with copy to LCB's Fiscal Analysis Division, on or before September 1 of even-numbered calendar years — based on the agency's expected revenues and proposed expenditures as necessitated by the agency's statutory or legislative mandates, goals and objectives, costs and priorities.

Agency Specific Inflationary Adjustments

Adjustments for the price increase of goods and services unique to a particular agency.

Application Header

NEBS provides immediate access to the main page of the NEBS application through folder tab links. This header is displayed on every page throughout the system. Examples are: Home/NEBS/Activity Budget/Work Programs/BDR/SFYE/Reports/DataMart/Messages

Appropriation

A legislative allocation from the state General Fund or Highway Fund for a specific purpose or to support the operation of an agency.

Appropriation Unit

A six-digit code that is part of the Advantage Financial account coding structure that identifies the budget account and the category in which financial activity is taking place.

Assembly Committee on Ways and Means

A standing legislative Assembly committee, often referred to as a money committee, which has primary jurisdiction over appropriations, operating and capital budgets, state and federal budget issues and bonding.

Assessment Settings

This is a view on the Account Maintenance tab that provides agency users with the ability to set assessment

settings (EITS, AG Tort, Bond) at the budget account level (as opposed to the position level).

Attorney General Cost Allocation

An assessment of costs for legal and investigative services provided by the Attorney General's office to state agencies.

Augmentation

An increase to the revenue or expenditure authorization amounts approved by the Legislature.

Authorization

The authority granted by the Legislature that allows state agencies to collect and expend funds from sources other than the General Fund or Highway Fund, such as federal funds, county funds, gifts, grants, donations, fees, sales, etc.

B/A

Budget Account.

B&G

The Buildings and Grounds section within the State Public Works Division under the Department of Administration.

B&G Owned Building Rent Schedule

This schedule is used to calculate, allocate and track state owned building rent costs and state-owned space allocations to state agencies in residing state owned facilities managed by Buildings and Grounds.

Balance Forward

The carry forward of cash from one fiscal year to a subsequent fiscal year.

Base Budget

The budget to continue services at the same level as was provided in the Base Year of the current biennium. The sum total of revenue and expenditures for a budget account in the even numbered year preceding the legislative session.

Base Year

The first year of the current biennium, which is the even-numbered year. Expenditures from the Base Year are used to populate the actual column in NEBS thereby creating a base budget.

Basic View

This is a view on the position tab that shows the position, PCN (position control number), group, position class, class description, grade, step, position type, etc.

Budget Account Versions List

This is a screen in NEBS that serves as the basic home page for the majority of NEBS users. For each budget account, a list of available versions is displayed. Agency users will have access to the Agency Request version while preparing agency budgets. Authorized users may create working versions.

Biennium

A two year period, which, as it applies to Nevada budgeting, is the two consecutive fiscal years following a regular legislative session. The current biennium is denoted 2015-2017 and is comprised of fiscal year 2010 (the Base Year) and fiscal year 2017 (the Work Program Year). The upcoming biennium is denoted 2011-2013 and is comprised of fiscal year 2018 (Year 1) and fiscal year 2019 (Year 2).

Bill Draft Request (BDR)

A written request submitted to the LCB by a legislator, an executive agency, a member of the judiciary, or a local government proposing a new or modified law for enactment.

Board of Examiners (BOE)

A board consisting of the Governor, Secretary of State and Attorney General (per [NRS 353.010](#)) having the authority to examine all claims against the state and to perform other duties as prescribed by law, such as the approval of all contracts with independent contractors.

Budget

An estimate of the revenues and expenditures needed to carry out programs for a fiscal period covering each year of a two year biennium.

Budget Account Number

A four-digit numeric code that identifies the program or operation within an agency where the financial activity is taking place.

Budget Division

Division within the Governor's Finance Office responsible for producing a fiscally sound executive budget that meets the strategic priorities of the state and missions of the individual agencies.

Budget Authority

The amount authorized in a budget for revenues and expenditures for a specific accounting period. (See also Realized Funding.)

Budget Period

NEBS allows for multiple biennium budgets. As you select the budget account to work with, the budget period will default to the biennium budget currently being developed. The current system can store biennial budgets back to the 2005-2007 biennium.

Budget Task Bar

NEBS provides direct access to specific functions within the application. One or more task bars will be displayed to users, depending upon their assigned role. To access this, you will click on the double arrow located at the top left of the screen, below the Nevada Seal.

Budget Version

This term is used extensively in the NEBS process and includes several components used to identify the various stages of the budget. Examples are: A00 - Agency Request as Submitted; A01 - Agency Request; G01 - Governor Recommends; L01 - Legislatively Approved; Wxx - Working Version, used by the agency to develop “what-if” scenarios for a budget account.

Budget Preparation Checklist

A list is available on the Budget Division website itemizing the required budget building components as a tool to assist with the agency request process.

Building Maintenance Schedule

Schedule to itemize non-structural alterations under \$100,000 that do not affect the safety of the building and do not change, in any manner, its structural elements. Non-structural alterations may be included through an M-425, E-730 or one-time decision unit, depending on the rationale driving the improvement.

Building Rent, Non-B&G Schedule

This schedule is used to record space leased by entities other than Buildings and Grounds. Line items produced by this schedule are non-state owned building rent, Buildings and Grounds lease assessment, and contents insurance.

Business Plan

A formal statement of a set of goals, the reason they are believed to be attainable, and the method by which they will be reached, which must be completed by state agencies seeking an authorized expenditure or appropriation for a new program, or an authorized expenditure or appropriation for a program that is proposed for enhancement by more than \$1,000,000 or 50 percent of the amount approved by the Legislature for the program for the current biennium, whichever is less. (See [SAM 2516](#) and the Business Plan appendix.)

Capital Improvement Project (CIP)

The construction of a new building and the furniture, fixtures and equipment (FF&E) for that building; modifications to structures for existing state buildings; remodeling, repairs, and maintenance work for projects of a non-structural nature over \$100,000; and advanced planning for future construction.

Caseload

The number of cases handled in a given period by an agency.

Caseload Adjustment

The expected increase or decrease in an agencies' caseload as indicated in an M-150 decision unit based on applicable activities.

Caseload Cost Adjustment

The change in the cost of providing existing services to an increased or decreased number of clients, specified in an M-150 decision unit and applicable only to agencies with pre-approved caseload formulas.

Caseload Schedule

This schedule is designed to calculate per person costs. This schedule is mainly used by the Department of Corrections to calculate their inmate driven costs. NEBS can accommodate a caseload-based calculation of a count times a rate for use by any agency.

Category Number

A two-digit numeric code that identifies and groups the type of expenditures being made such as personnel services, in-state travel, equipment, operating, etc.

Chart of Accounts

A classification system, in numerical order, used to determine which object codes (general ledger account numbers) should be used to code transactions being processed. A chart of accounts can be found on-line through the Data Warehouse of Nevada (DAWN) at <http://washoe.state.nv.us>.

Class Code Number

A numeric code for classified positions, established by the Division of Human Resource Management, to identify a group of positions sufficiently similar with respect to their duties and responsibilities that the same title may be reasonably and fairly used to designate each position allocated to the class.

Classified Employee

An employee, other than non-classified, unclassified or an elected official, who is selected and governed by the state's merit system as found in the NAC and NRS.

Closing Budgets

The process whereby the two legislative money committees take final action on individual agency budgets.

COLA

Cost of Living Adjustment.

Confirmation Messages

In NEBS, the top right corner of the page displays all notifications that a particular action was taken by the user. For instance, when a user adds text and clicks on save, the system will issue the confirmation message "Text Updated." in a red text box.

Contract(s)

A formal agreement, with appropriate approvals, between the state and an independent contractor, as defined in [SAM 0320](#), for outside vendor services or products.

Core Functions

A collection of related, structured activities or tasks that produce a specific service or product (to service a particular goal) for a particular customer. This function ties the state's strategic goals and priorities to its activities by defining state government's primary purposes/functions.

Cooperative Agreement

An agreement between two or more public agencies for the joint exercise of powers, privileges and authority. (See [SAM 0302](#).)

Cost Allocation

Statewide cost allocations represent recovery of costs from non-General Fund sources for statewide general administrative functions provided by central service agencies. Agency-specific cost allocations enable agencies to charge for services provided in one budget account to other budget accounts such as Director's Office or Administrative Services costs.

Court Orders

Orders issued by a court of law. As it applies to budgeting, those orders that directly impact the level of programs or services provided by an agency.

Data Warehouse of Nevada (DAWN)

The state's online financial database that provides state agencies with access to past and present financial activity to assist them with monitoring the status of their budgets. The system is available through the state's intranet at <http://dawn.state.nv.us:7777/>.

Decision Unit(s)

A stand-alone, balanced budget request that displays the revenues and expenditures associated with a new program or changes to existing programs.

Decision Unit Filter

NEBS allows users to display only the line items associated with a specific decision unit through the use of the decision unit filter. For instance, by selecting the B000 decision unit filter, only line items associated with the Base decision unit will appear on the Line Item page.

Decision Unit Synopsis

The text area available under the Account Maintenance tab used to insert two to three brief sentences that describe each decision unit and is printed in the Executive Budget Book. For example, the decision unit synopsis text for a base decision unit could be as follows:

"This request continues funding for 30 employees with associated operating costs." For more instruction on standard text, refer to the Style for Budget Text appendix.

Economic Forum

A five-member committee from the private sector directed to provide a forecast of future state General Fund revenues by approximately December 1 of even-numbered years and approximately May 1 of odd-numbered years. The forecasts are based on the existing revenue structure and are used by agencies, the Governor, and the Legislature in recommending and approving a new budget. (See [NRS 353.226 - 353.229](#).)

Enterprise Information Technology Services (EITS) Assessments

The EITS assessments allocates costs to state agencies for the statewide functions provided by the department. The allocated functions are categorized into two areas: infrastructure and security. These are included in the EITS assessments and are allocated based on FTE positions in each state agency budget.

Infrastructure Assessment

This assessment supports several units within EITS and is designed to cover cost for the following services

rather than inflate the other billable services supplied by EITS. The Infrastructure Assessment includes:

- DNS routing, Help Desk, state web portal, web page development, state toll free access, state on-line phone book, and state operator service.
- Centralized DNS servers route all incoming and outgoing web traffic.
- EITS's Help Desk serves all state agencies by providing one access point for all EITS services (e.g. PC LAN tech, mainframe security and passwords, e-mail accounts, billing questions, WAN outages, etc.).
- The state web portal is the state's main web page and is the starting point for the general public and state staff to access the state web.
- State list server facilitates delivery of messages to work groups and organizations both inside and outside state government. Examples of this include the distribution of press releases and advisories from the Governor's Office and distribution of time sensitive information regarding large projects that span multiple agencies.
- Capacity planning and management that ensures the state can anticipate future IT resource requirements and plan for sufficient computer and communication capacity in a cost-effective manner to meet the service need of all users.
- The web page development unit provides a variety of web page development and support services for all agencies within the state of Nevada, including constitutional offices.
- State toll free access provides an "800" number which is available to anyone to access the State Operators.
- The state phone book is available on-line via the Internet and it provides a complete listing of all employees. The state phone book is routinely updated and has replaced the printed state directory.
- The state operator service supports two full time state phone operators who answer calls from the general public and forward these calls to the appropriate department, agency, board, or commission.

Security Assessment

The Security Assessment is used to support all agencies in developing, implementing and maintaining agency specific IT security programs through security standards and procedures, backup and recovery plans, security profiles, risk mitigation plans, and disaster recovery plans. Staff are versed in specific IT security disciplines such as telecommunications and network

security, data security, web security, security administration, and contingency planning.

EITS

The Enterprise Information Technology Services Division.

EITS Schedule

This schedule is used to calculate the cost of services provided by EITS. Agencies must enter the number of units (i.e., hours, months, etc) for each type of service that EITS is expected to provide. Unlike the other schedules, users will be entering the number of units directly into the M-150 decision unit as opposed to entering the information into the Base decision unit.

Emergency Account

An account administered by the BOE to cover the costs of emergencies as defined in NRS 353.263 for which no other appropriation has been made or where an expenditure is in excess of an appropriation.

Employee Bond

Employee bond provides for loss caused by any fraudulent or dishonest act committed by an employee acting alone or with others. Employee bond is assessed by the Risk Management Division of the Department of Administration based on FTE positions in each state agency budget.

Employee Tort

Employee tort is self-insurance for general liability claims (torts). A tort claim may be filed against the state for an incident or accident in which a state employee or agency has caused damages to another party. Employee tort is assessed by the Attorney General's Office based on FTE positions in each state agency budget.

Encumbrance

An obligation in the form of a purchase order, contract, or salary commitment for which an estimated amount has been reserved but the actual goods or services have not yet been received.

Enhancement Decision Unit

A stand-alone, balanced budget request that displays the revenues and expenditures associated with a new program or for new services or initiatives, or revisions or deletions that aren't currently reflected in the agency's base budget and the change is meant to improve or streamline existing services.

Enterprise Fund

A fund established to account for governmental operations that are financed and conducted in a manner similar to private business, i.e., self-supporting services provided by the governmental operation to outside entities.

Equipment

Items purchased having a useful life extending beyond one year, that are not consumed in use, that are not attached permanently as a non-movable fixture, and cost more than \$5,000.

Equipment Schedule

This schedule is used to track all equipment requests. Actual equipment GLs will be automatically zeroed out in adjusted base (Base and M-150), except GL 7460-7464. Equipment between \$1,000 and \$5,000 (GL 7465-7469) must be eliminated from base unless it can be justified as an ongoing expenditure.

Executive Budget

The document submitted to the Legislature that contains the Governor Recommends budget and supporting documents.

Expanded Program Narrative

A written report submitted by agencies to the Chair of the Assembly Ways and Means Committee prior to the initiation of a legislative session to provide the committee with additional information regarding the budget or program as recommended by the Governor for various agencies. The report includes reference to the applicable NRS and other laws that justifies the agency's funding, a detailed explanation of all new programs, a summary and analysis of the agency's performance indicators, and where applicable, workload statistics.

Expenditures

Payments made for goods delivered or services rendered.

Federal Mandates

Orders issued by the federal government. As it applies to budgeting, those mandates that directly impact the level of programs or services provided by an agency.

FF&E

Furniture, fixtures and equipment.

Fiscal Analysis Division

The agency within the Legislative Counsel Bureau that provides the Legislature with the capability for independent review and analysis of budgetary and fiscal

matters to assist the Legislature in its efforts to set economically sound policies for the state, anticipate future needs, and objectively analyze budgetary requests.

Fiscal Note

An analysis required by statute to be prepared by an executive agency estimating revenue or expenditure changes that would be entitled by the passage of a proposed bill. Fiscal notes also apply to other governmental units affected by the Legislature, such as cities and counties.

Fiscal Year

A 12-month accounting period. Nevada's fiscal year is July 1st through June 30th.

Fleet Services Vehicles Schedule

This schedule is used to calculate the cost of vehicles rented on a monthly basis from Fleet Services. Users must enter the number of months per fiscal year each vehicle will be rented and the projected number of miles per month the vehicle will be driven. The initial data load will default the number of months annually to 12 and the number of miles to 0. The monthly Fleet Services Rental line item will be generated from this schedule. Vehicles rented on a daily, as needed basis are not to be included in this schedule.

Folder Tab Links

NEBS uses links to allow users to navigate to various parts of the system. The "NEBS" tab can be used any time to redirect a user to the main page, the budget account versions list.

Fringe Benefits

Expenditures paid by the state that are associated with employee compensation other than salary, such as group insurance, retirement group insurance, worker's compensation, unemployment compensation, Medicare and PERS contribution and payroll and personnel assessments.

Fringe

This is a view in NEBS is located on the Position tab under the Decision Unit Filter. Selecting this view shows position and all the fringe benefit flags (retirement, workers comp) as well as personnel assessments such as AG tort and Risk Management bond.

FTE

A full-time equivalent position as defined in [NAC 284.065](#).

Fund

An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources together with all related liabilities, and residual equities or balances, and changes therein, which are segregated to carry out specific activities or attain certain objectives in accordance with special regulations, restrictions, limitations or laws.

Fund Map

A budget tool provided in NEBS detailing how revenues are allocated to support expenditures in a budget account and explicitly tracking all revenue funding sources to a specific expenditure or combination of expenditures. Budget accounts with single funding sources, such as 100% general fund, 100% highway fund or 100% federal funds must still be completely fund mapped. There will be no exceptions to this rule. Expenditures can be fund mapped at the budget account, category, object code, and position levels.

General Fund

The major operating fund of the state that receives its income from unrestricted revenue such as Sales Tax, Gaming Taxes, Insurance Premium Tax, Casino Entertainment Tax, the Proceeds of Mines Tax, the Business License Fee, other minor taxes and miscellaneous sources such as interest income, licenses, and fees and fines.

General Ledger Number (GL)

A four-digit numeric code used to identify assets, liabilities, equity, revenues or expenditures for the overall control and accounting of the total state financial operation. Revenue general ledger numbers are referred to as revenue ledgers or sources and expenditure general ledgers are referred to as object codes. Each revenue ledger or object code is part of a revenue or expenditure category, and revenues and expenditure categories are part of decision units.

Governor's Strategic Priorities

A list of enhancement decision units that express the Governor's goals for the state in the upcoming biennium.

Governor Recommends (Gov Rec)

A budget prepared by the Budget Division at the direction of the Governor that is based on the Agency Request Budget using the Economic Forum's projected revenues and Governor's proposed expenditures comparing current, future, and past completed years for existing programs, and projecting revenues and expenditures of new programs for future years as a result of

statutory or legislative mandates, goals and objectives, costs and strategic priorities.

Grade

A number assigned by the Division of Human Resource Management to designate a salary range for a class.

Group Insurance

An employer-paid benefit that includes health insurance, dental insurance, and vision insurance for state employees.

Hearing

A session of a legislative committee at which witnesses present testimony on matters under consideration by the committee.

Highway Fund

A fund that derives its income from state fuel taxes, fees on the use and operation of motor vehicles, and federal highway funds and is restricted for use for the construction, maintenance and repair of public highways and related administrative costs.

Holiday Pay

Compensation for a full-time non-exempt employee for eight hours of a recognized state holiday. Any hours worked on a holiday are paid at a regular rate of pay.

Human Resource Data Warehouse (HRDW)

The state's online human resources database that provides state agencies with access to personnel and payroll activity such as employee rosters, positions rosters, overtime reports, employee leave balances and activity and employee paychecks.

Inflation Adjustment

An amount added to projected expenditures that represents the state's estimate of future cost increases for items or services authorized by the governor.

Information Services

Any service relating to the creation, maintenance, operation, or use of an information system.

Information System

Any communications or computer equipment, computer software, procedures, personnel, or technology used to collect, process, distribute, or store information.

Integrated Financial System (IFS)

An automated system consisting of statewide Advantage - Financial, DAWN, Advantage - HR, HRDW, NEATS, and NEBS, along with the NDOT ADVAN-

TAGE Financial and associated systems that share data forming an integrated system.

Interim Finance Committee (IFC)

An interim legislative committee consisting of members of the Senate Committee on Finance and the Assembly Committee on Ways and Means from the preceding legislative session required to review and approve state agency requests to accept certain gifts and grants, to modify legislatively approved budgets, and to reclassify state merit system positions under certain circumstances, and to allocate funds.

Interim Finance Contingency Fund

Funds that may be allocated and expended for emergency use, upon the approval of the BOE and the IFC, to supplement regular legislative appropriations which failed to cover unforeseen expenditures and to meet obligations under the requirements of law.

Interlocal Contract

An agreement between one or more public agencies to contract with any one or more other public agencies to perform any governmental service, activity or undertaking which any of its public agencies is authorized to perform by law. (See [SAM 0314](#).)

Internal Service Fund

A fund used to account for the financing of goods or services furnished by a designated department or agency to governmental units within its own organization or to other departments or agencies on the basis of reimbursement for costs.

Legislatively Approved Budget

The final, official biennial budget approved and adopted by the Legislature for each year of the coming biennium.

Legislative Counsel Bureau (LCB)

The collection of legislative service agencies, including the Fiscal Analysis Division, created to free legislators from dependence upon the executive branch of state government and lobbyists for information and assistance.

Letter of Intent

A letter sent to department directors and agency heads from the chairs of certain legislative committees at the end of a legislative session that relays to the agency the Legislature's intent and directs future action by the agency such as requiring the agency to submit written reports on the status of certain programs to the IFC in between legislative sessions.

Line Item

An individual revenue or expenditure line included in the budget. Must be linked to a decision unit, category and object code.

Line Item Detail

A report generated in NEBS presented in the base, maintenance and enhancement decision unit format that provides line item detail by object code (general ledger number).

Maintenance

Costs required to continue programs and services at levels affected by external factors. Also see Three-Part Budget, Inflation Adjustment, Adjusted Base Budget, Federal Mandates, Court Orders, and Caseload.

Maintenance Decision Unit

A stand-alone, balanced budget request that displays the revenue and expenditures associated with continuing an existing program at increased levels affected by external factors such as expansion due to pre-approved caseloads, federal mandates, court decisions, consent decrees, inflation, population growth, etc.

Manually Generated

See User Generated.

Merit Pay Increase

An increase of one step in salary granted on an employee's pay progression date when the employee has a performance rating which is standard or better and has not attained the top of the grade (step 10).

Money Committee

Either of the two committees (the Assembly Ways and Means Committee and the Senate Finance Committee) having jurisdiction over measures primarily affecting appropriations, operating and capital budgets, state and federal budget issues and bonding.

Monthly Detail Year 1 and Year 2

This information is contained on the position cost page under the Position tab. When users click on the \$ icon associated with a position, all the position costs are shown including the monthly details for each of the years.

Motor Pool Vehicles Schedule

See Fleet Services Schedule

Narrative

NEBS provides for several levels of text associated with each budget account. On the Additional Text tab,

the narrative section is used for longer descriptions and applies to line items, decision units, categories, positions and schedules.

NDOT

The Nevada Department of Transportation.

Nevada Administrative Code (NAC)

The compilation of all effective, permanent regulations adopted by Nevada state agencies, except those of certain exempted agencies, after review by the Legislative Commission.

Nevada Employee Action and Timekeeping System (NEATS)

A web-based system for the state of Nevada employees to submit timesheets online, review and modify basic personnel information, and enroll in training classes.

Nevada Executive Budget System (NEBS)

The automated system used by the Executive Branch to build and administer the executive budget.

Nevada Revised Statutes (NRS)

The statutory law of Nevada of a general nature enacted by the Legislature, with such law arranged in an orderly manner by subject, and updated after every regular legislative session.

Non-Buildings and Grounds

Refers to space leased or occupied by a state agency belonging to an entity or owner other than a state-owned building and/or property. Negotiations for these leases should be processed through B&G.

NPD-19

A questionnaire used to determine the appropriate classification for a position.

NSHE

The Nevada System of Higher Education.

Object Code

See General Ledger.

Occupational Study

A classification study conducted by the Division of Human Resource Management of a group of positions in related classes and class series to evaluate the appropriateness of the entire classification series within the state's classification and compensation plan.

One-Shot Appropriation

A one-shot appropriation is a unique General Fund or Highway Fund appropriation for a particular purpose that is not anticipated to continue.

One-Time Expenditure(s)

An expenditure not required on an ongoing basis.

Opposite Copy

This is an option when users are performing the position copy function. When this option is selected, the position costs associated with the new position or positions are reversed. Positive amounts become negative amounts and negative amounts become positive amounts.

Organizational Chart

An organizational chart is a portrayal of the personnel structure and reporting relationships within an organization.

Overtime

Any time worked in excess of eight hours a day, eight hours in a 16-hour period, or 40 hours in a week, or for those working under an approved variable workday schedule, any time worked over 40 hours in a week.

Payroll Assessment

The Payroll Assessment represents an allocation to state agencies of the costs for the central payroll function of the Division of Human Resource Management. The Payroll Assessment is allocated to each state agency as a specific percentage of the total gross salaries included in agencies' budgets. The following agencies do not pay the Payroll Assessment since they have their own payroll centers:

- Legislative Counsel Bureau
- Nevada System of Higher Education
- Public Employees Retirement System
- Tahoe Regional Planning Agency
- Supreme Courts

Performance Measurement Indicators

A method of systematically and objectively tracking and quantifying the agency's progress toward achieving its mission and goals.

Personnel Assessment

The Personnel Assessment represents an allocation to state agencies of the costs for the recruitment, examination, classification, compensation, and training functions of the Division of Human Resource Manage-

ment. The Personnel Assessment is allocated to each state agency as a specific percentage of the total gross salaries included in agencies' budgets. In the case of the Personnel Assessment, the gross salaries of elected officials and non-classified positions are excluded.

Position Control Number (PCN)

An identification number assigned by the Budget Division to a position within an individual state agency upon the position's establishment.

Position Copy Type

This is an option users select when the position copy functionality is utilized. It is important to understand the difference between the three options described below:

New Copy

When this option is selected, the new position type appears as new on the position detail page. This is useful when agency users need to create several of the same type of positions (such as 10 Highway Patrol officers).

Exact Copy

When this option is selected, the position will appear exactly like the source position from which the position was copied. This is useful when agencies copy positions to working versions.

Transfer

When this option is selected the new position type is shown as a transfer in or a transfer out on the position detail page depending on the circumstance of the transfer. It should be noted for all positions transferred out, there should be corresponding position transferred in. This is necessary so the positions can be reconciled at the end of the budget process.

Position Group

Position groups are a function in NEBS created and defined by agencies so that any of their positions having similarities (such as location, funding source, etc.) can be grouped together and isolated from other positions that may be different.

Position Text

The Post-it icon identifies where users can add text or attachments associated with positions. It should be noted all new positions should have text that justifies the request for the new position.

Priority

NEBS provides users with the ability to create decision units under the Account Maintenance tab. All decision units with the exception of B-000, M-100 and M-150 must be given a priority (Budget Account priority and

Department priority) so that decisions can be made in regard to limited funding.

Priority and Performance Based Budget

A budget building approach that identifies and prioritizes an agency's activity and defines the resources allocated toward that activity.

Program Statement

A brief, concise statement describing the function of the program, i.e., the reason for an agency's existence including its federal, legislative and/or statutory authority.

Property and Contents Insurance

Insurance premium paid to Risk Management covering the property and contents of state owned space and the contents of leased space against loss.

Purchasing Assessment

The Purchasing Assessment represents an allocation of the costs for the procurement and inventory services provided by the Purchasing Division to state agencies. The apportioned amounts are allocated to each agency on the basis of the total dollar volume of purchases, both commodity and services, in the previous five-year period.

Realized Funding (cash)

The actual amount of cash received (revenue, appropriations, amount balanced forward) less expenditures. (See also Budget Authority.)

Records Retention Schedule

A record retention schedule developed for the retention and disposition of the records of a state agency and approved by the state records committee pursuant to [NRS 239.080](#) so that official state records are retained for a minimum length of time and that records of value or confidentiality shall not be disposed of inappropriately.

Reserve

Funds available at the end of a fiscal period to be carried forward into the next fiscal period for future obligations or reverted at the end of the current period.

Reserve for Statutory Contingency Account

An account administered by the BOE for payment of specific costs as described in [NRS 353.264](#).

Retired Employees Group Insurance (REGI)

REGI provides a centralized collection mechanism for the receipt of contributions made by each State entity for the benefit of all retired state employees. These con-

tributions defray a portion of the individual insurance premiums for employees who retire from state government and elect to continue coverage in the state group insurance plan. The program is funded by payroll assessments to agency budgets and covers all state agencies, boards, and commissions; the Judicial Branch; the Legislative Counsel Bureau; the Public Employees Retirement System; and the Nevada System of Higher Education.

Revenue

Resources (i.e., appropriations, balance forward, federal funds, restricted revenue) available to finance expenditures within a budget account during a fiscal period.

Revenue Ledger

See General Ledger Number.

Reversion(s)

The balance of an appropriation or authorization that is remaining after the close of a specific time period that are returned to the original source of the appropriation or authorization.

Salary Adjustment Need

The calculated cost of a pay increase or adjusted amount of change from the Governor Recommends to the Legislatively Approved budget for General Fund and Highway Fund appropriated agencies that is normally appropriated to the BOE and released to an agency to cover salary shortfalls after the agency justifies the need for the salary adjustment amount and obtains the approval of the BOE.

SAM

See State Administrative Manual.

Schedules

NEBS provides for the creation of schedule driven line items. Currently, most payroll GLs are generated by the payroll re-calculation process. When GLs are schedule driven, users are generally not allowed to manually enter information into this GL line item. Numerous schedules have been incorporated into NEBS. Many object codes are schedule driven. Users cannot enter data directly into the Year 1 and Year 2 fields of the line item budgets for these object codes. For all schedules, excluding the EITS schedule, adjusted base line item inputs must be entered into the schedules in the base decision unit. M-150 adjustments (the difference between the base budget amounts in schedules and the actual year expenditures) will be automatically generated by NEBS based on the inputs provided by the user via the respective schedule(s).

Since the EITS schedule operates differently, please refer to the EITS schedule information in the glossary and the budget manuals for more detailed information on functionality. The status of each schedule is shown so users can keep track of their progress in completing the schedules. If a particular schedule does not apply to an agency, users can set the status as N/A. If the required data is not entered into the schedules, line items will not be generated in the agency's line item budget or negative costs will appear in adjusted base.

Senate Finance Committee

A standing legislative Senate committee, often referred to as a money committee, having jurisdiction over measures primarily affecting appropriations, operating and capital budgets, state and federal budget issues and bonding.

Shift Differential

An adjustment in pay equivalent to an additional five (5) percent of an employee's normal rate of pay. To qualify, a non-exempt employee must work in a unit requiring multiple shifts in a 24-hour period and be assigned to a period of work of at least 8 hours of which at least four hours falls between 6:00 p.m. and 7:00 a.m. ([NAC 284.210](#)).

Space Justification Form

The form that calculates the amount of space that may be allocated for a leased facility (not owned by the state). The Space Justification Form should be completed and submitted as an attachment to the Space Request Form. These forms can be found at: <http://www.bandg.state.nv.us/leasing1.htm>

Space Request Form

The form completed to request renewal of an expiring lease or a new leased location for properties that are not owned by the state. Space Request Forms must be accompanied by a completed Space Justification Form. Both can be found at: <http://www.bandg.state.nv.us/leasing1.htm>

Staff Physicals Schedule

This schedule provides detailed information to create line item requests for staff physical-related expenditures.

Stale Claim

Any claim other than a claim for medical expenses submitted by a third-party administrator or a claim which is \$100 or more, and which is presented by a state agency to the State Board of Examiners after the date on

which it is provided by law that money appropriated to that state agency for the previous fiscal year reverts to the fund from which appropriated. ([NRS 353.097](#)).

State Administrative Manual (SAM)

A compilation of policy statements concerning the internal operations of state government, approved by the BOE, that are based on statute or other approved regulations for use by state agencies in conducting state business. This manual can be found on the Budget Division website.

State Demographer

State employee or office responsible for estimating the current population and forecasting the future population of Nevada. The numbers produced by the demographer are essential for estimating caseloads during the coming biennium.

State ID Number

Unique number used to identify a piece of equipment in the state's inventory; typically stamped on metallic tag affixed to the equipment.

Statewide Cost Allocation Plan (SWCAP)

An assessment for General Fund recoveries of costs for statewide general administrative functions provided by central services agencies.

Statewide Strategic Priorities

Statewide goals issued by the Governor and used by agencies to identify and justify the purpose of a decision unit built into their Agency Request budget.

Statewide Inflationary Adjustments

The amount added to projected expenditures that represent the state's estimate of future cost increases for those items or services authorized by the Governor.

Statutory Authority

Authority granted or implied by the NRS for a particular activity or function or the establishment of a position, agency, or other entity.

Strategic Plan

An organized, documented method of determining what an agency hopes to accomplish and how it will accomplish it.

Strategic Priorities

Statewide priorities issued by the Governor and used by agencies to identify and justify the activities built into their Agency Request Priority and Performance Based Budget.

Stretch Goals

An objective or goal that will be achieved over the next five to ten years to move forward the Governor's strategic priorities.

Summary tab

NEBS provides summary level views of a specific budget account's revenues and expenditures by decision unit, category, or GL.

Sunset Provision

Legislation or legislative intent providing an expiration date for a new program that may include positions.

Supplemental Appropriation

A request by an agency funded by General Fund or Highway Fund appropriations for additional funding to cover unforeseen or unanticipated expenditures. Supplemental appropriations occur in the fiscal year that the Legislature is in session (the odd year of the biennium) and are acted upon by the full Legislature.

System Generated

Line items automatically generated from a schedule in NEBS.

Three-Part Budget

The three components of the budget: base, maintenance, and enhancement.

TIR

Technology Investment Request.

Tort (Liability) Insurance

Liability tort claim insurance coverage paid by state agencies to the Attorney General's office based on full-time positions and a rating plan adopted by the Attorney General's office.

Transfer In/Out Decision Unit

A decision unit to move program revenue and expenditures from one budget account to another.

Travel Schedule

A report required of agencies during the agency request phase of the budget process that details and justifies their in-state and out-of-state travel requests contained within their budgets.

Unclassified Employee

An official, officer, or employee of the Executive Branch of state government whose position is filled by the responsible appointing authority or board without regard to the state's merit system (not all unclassified

positions are listed in the NRS, but all will be included in the pay bill which is usually a Senate bill).

Uniform Allowance

Funding provided to agencies and agency staff for acquisition of required uniform items and accessories.

Uniform Schedule

This schedule provides detailed information to create line item requests for uniform-related expenditures. Rates for each type of uniform come from the uniform rates master table.

User Generated

A line item manually entered into NEBS rather than schedule generated.

Vacancy Savings

Savings calculated by the Budget Division based on historic vacancy percentages by budget account and applied against salary and fringe benefits costs (not applied against overtime, standby, travel differential, etc.), projected to occur in each year of the biennium in the personnel services category due to vacancies.

Vendor Services Schedule

This schedule allows agency users to identify specific vendor expenditures. This includes contracts, publications, dues, etc. The schedule also provides an area for lump sum amounts for agencies such as NDOT that have several hundred contracts for the construction of roads. Pre-approval from the agency's assigned budget analyst is required in order to utilize the lump sum amount feature.

Work Program

The document used to request changes to the Legislatively approved budget or to establish a budget for a non-executive budget account, identifying the proposed sources of funds to be received by the agency and showing a plan of how the money is to be expended (in essence, a mini-decision unit that is self-balancing and must be self-supporting).

Work Program Change Document

The document used to modify the Legislatively approved budget.

Work Program Year

The budgeted revenue and expenditures recorded in the odd numbered fiscal year of a biennium (the year before the start of another biennium). The work program year of the current biennium is fiscal year 2017.

Worker-Driven Costs

The costs associated with a position.

Year 1

The first (even-numbered) fiscal year of the upcoming biennium.

Year 2

The second (odd-numbered) fiscal year of the upcoming biennium.