

STATE OF NEVADA

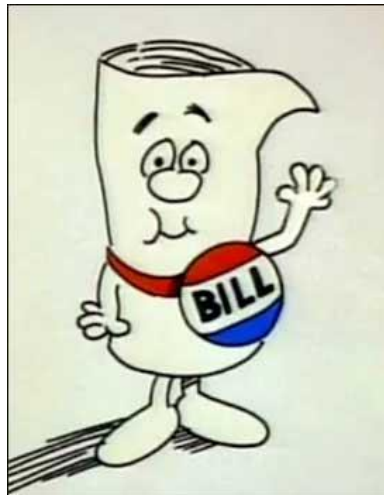


Bill Draft Request Instructions for NEBS

Governor's Finance Office

Revised

3/7/2018



Nevada Executive Budget System (NEBS) Bill Draft Request (BDR) and BDR Concept Instructions

Getting Started in NEBS

Individuals must complete a NEBS Activity Budget and Bill Draft Request Module Access form available on the [Governor's Finance Office website](#) to access the NEBS BDR module. The appointing authority's signature is required to ensure users are assigned the appropriate security levels. Email or fax this form to the Governor's Finance Office at budget@finance.nv.gov or 775-684-0260. To access the Bill Draft Request module, login to the [NEBS website](#).

A BDR Concept is the department's initial request to the Governor's Office to submit a BDR. The BDR Concept only includes the initial information the Governor's Office would like to know in order to make an informed decision without requiring the department to complete the entire BDR. This process used to be accomplished via email outside the NEBS process. Executive Branch Departments will complete and submit a BDR Concept in the NEBS BDR module for approval by the Governor's Office which, if approved, will be used as a starting point to create one or more BDRs. The BDR Concept or BDR is not considered submitted until the Agency Director approval is applied.

To get started in the BDR module, click on the tab labeled BDR. On this screen you will find the BDR Task Page.

Personal To Do List
No transactions requiring your action
Create New Bill Draft Request Concept...

Jump to Bill Draft Request: Go

BDRs in Progress								
Approval Level	Total	Avg	Min	Oldest	0-7	8-14	15-30	30+
BDR Draft	83	1258...	401	2136	0	0	0	83

BDR Lists		
Meeting Date	Description	Number of Items
2/23/2017	Budget BDRs #4	3
2/21/2017	Budget BDRs #3	6
2/16/2017	Budget BDR #2	6
2/7/2017	Budget BDRs	21
6/14/2016	Full BDR List Gov Office	90
6/6/2016	Matt Morris BDRs	41
6/6/2016	Sheila Anderson BDRs	9

Recently Accessed Bill Draft Requests

- BDR 17A3001595 - Teacher Incentive for Special Education Teachers
- BDR 17A0831558 - Procurement and contracts General Counsel
- BDR 17A0831556 - Administrative fee for eProcurement solution
- BDR 17A3001269 - Educator Ethics
- BDR 17A3001278 - Career and Technical Education

The BDR Task Page (shown on the prior page) includes:

- **Personal To Do List** – Shows how many items are pending approval, number of BDR Concepts and BDRs that are rejected and has a link for creating a BDR Concept.
- **Jump to Bill Draft Request** – Enables you to go to a BDR Concept or BDR by using the assigned number.
- **BDRs in Progress** – List of BDR Concepts and BDRs in process and approval levels.
- **Recently Accessed Bill Draft Requests** – Lists the five most recent accessed BDR Concepts and BDRs and links to the detail page.
- **BDR Lists** – Includes BDRs that have been approved by the Governor and transmitted to LCB.

For more options, access the BDR Task Bar by clicking on the double arrows at the top left of the tab.

The screenshot shows the BDR Task Page interface. At the top, there is a navigation bar with tabs: Home, NEBS, Activity Budget, Work Program, BDR, SFYE, Reports, DataMart, Admin, and Messages. Below this is a sub-header for the BDR Task Page with a double arrow icon on the left. The main content area is divided into several sections:

- BDR Task Bar**: A vertical sidebar on the left containing:
 - Inquiry**: Includes links for 'List Bill Draft Requests' and 'View BDR Lists', and a form with 'BDR #' and a 'Go' button.
 - New Entry**: Includes a link 'Create New Bill Draft Request Concept'.
 - My Profile**: Includes a link 'Make this Tab my Home'.
- Personal To Do List**: A box containing the text 'No transactions requiring your action' and a link 'Create New Bill Draft Request Concept...'. An orange arrow points to this section.
- Jump to Bill Draft Request**: A form with a text input field and a 'Go' button. An orange arrow points to this section.
- BDRs in Progress**: A table showing approval levels and counts.

Approval Level	Total	Avg	Min	Oldest	0-7	8-14	15-30	30+
BDR Draft	83	1258...	401	2136	0	0	0	83

The BDR Task Bar section includes:

- **Inquiry** – Allows you to list, view or jump to BDRs that have been entered. Allows you to view lists of approved BDRs.
- **New Entry** – Used to create a new BDR Concept.
- **My Profile** - Customizes your user profile and makes the BDR tab the default screen when you login to NEBS.

Creating a New BDR Concept

To create a new BDR Concept, either click the link in the Personal To Do List on the BDR Task Page or click the link in the New Entry options in the BDR Task Bar. The View Bill Draft

Request Concept screen will be displayed. The BDR Concept number will be “TBD” until the draft is saved or submitted. The BDR number format is YYSDiv####C.

- The **YY** is the year of the session the BDR was created
- **S** is the Session (A=Regular, B=first special session, C=second special session, etc.)
- **Div** is the 3-digit division number,
- **####** is the sequential number automatically assigned for all BDRs.
- **C** indicates this is a concept number rather than a BDR number.

The budget period and budget session are stated in the header and are not a selection.

View Bill Draft Request Concept

BDR Detail

Budget Period: 2019-2021 Biennium (FY20-21)
Budget Session: 80TH REGULAR SESSION
BDR Concept Number: TBD - Set upon "Save Draft" or "Submit"

Title [100 char max]: Unassign

Description | Attachments

Primary Department: Unassigned ...
Primary Dept/Div: Unassigned ...
NRS title, chapter and sections, Nevada Constitutional provisions, administrative regulations (NAC) affected: [1000 char max]
Request Description
Describe the problem to be solved and the proposed solution: [2000 char max]
Would this measure, if enacted, create or increase any fiscal liability of state government or decrease any revenue of state government which appears to be in excess of \$2,000? (If Yes, must submit request as a Budget Bill)
 Yes No Unknown
Would this measure, if enacted, increase or newly provide for a term of imprisonment in the state prison or make release on parole or probation from the state prison less likely? (If Yes, must contact the relevant state agencies (i.e. Dept. of Corrections, Dept. of Public Safety, etc.) to determine if this should be submitted as a Budget Bill)
 Yes No Unknown
Bill Type:
 Budget Policy-Substantive Policy-Housekeeping
Effective Date:
 July 1, 2019 October 1, 2019 Upon Passage and Approval Other
Concept Comments *Will not transfer to BDR [4000 char max]:

Submit button is grayed out until all mandatory data has been added.

Save Draft Submit Cancel

A BDR Concept title is required. The field allows for a maximum of 100 characters.

At the bottom of each tab are a row of buttons that include:

- **Save Draft** – As previously stated, the BDR Concept number is TBD until the save draft button is used. Then a number will be assigned automatically by the system. This button is only available once the primary department and division fields have been entered. **This**

button must be used before moving to the next tab or leaving this BDR tab. The draft created is only viewable by the specific data entry user until it has been submitted and moved to the next level.

- **Submit** – This button moves the BDR Concept to the next level of approval. It is not available (grayed out) until all the mandatory fields are completed. Required fields are encircled by a red box until information is entered and a red flag is shown on a tab indicating a mandatory field remains to be completed.
- **Cancel** – Does not save changes and takes you back to the BDR Task Page.

Once the BDR Concept has been submitted, additional buttons will include:

- **Delete Draft** – You will receive a prompt confirming you want to delete the BDR Concept draft and then takes you back to the BDR Task Page.
- **Print Full BDR Report** – A summarized report of the BDR Concept or BDR information is provided including all attachments.

Description Tab

The screenshot shows the 'View Bill Draft Request Concept' interface. At the top, there is a navigation bar with links: Home, NEBS, Activity Budget, BDR, SFYE, Reports, DataMart, Admin, Messages. Below this is a breadcrumb trail: >> View Bill Draft Request Concept.

The main content area is titled 'BDR Detail' and contains the following information:

- Budget Period: 2019-2021 Biennium (FY20-21)
- Budget Session: 80TH REGULAR SESSION
- BDR Concept Number: TBD - Set upon "Save Draft" or "Submit"
- Title [100 char max]: Unassign

The 'Description' tab is selected, indicated by a red arrow. The form fields in this tab are:

- Primary Department: Unassigned ...
- Primary Dept/Div: Unassigned ...
- NRS title, chapter and sections, Nevada Constitutional provisions, administrative regulations (NAC) affected: [1000 char max]
- Request Description**
- Describe the problem to be solved and the proposed solution: [2000 char max]:
- Would this measure, if enacted, create or increase any fiscal liability of state government or decrease any revenue of state government which appears to be in excess of \$2,000? (If Yes, must submit request as a Budget Bill)
 - Yes No Unknown
- Would this measure, if enacted, increase or newly provide for a term of imprisonment in the state prison or make release on parole or probation from the state prison less likely? (If Yes, must contact the relevant state agencies (i.e. Dept. of Corrections, Dept. of Public Safety, etc.) to determine if this should be submitted as a Budget Bill)
 - Yes No Unknown
- Bill Type:
 - Budget Policy-Substantive Policy-Housekeeping
- Effective Date:
 - July 1, 2019 October 1, 2019 Upon Passage and Approval Other
- Concept Comments *Will not transfer to BDR [4000 char max]:

At the bottom right of the form, there are three buttons: Save Draft, Submit, and Cancel.

The following information is provided on the Description tab:

- Select the primary department and division by using the drop down lists.
- Provide the NRS title, chapter and sections, Nevada Constitutional provisions, Nevada Administrative Code (NAC) regulations affected (1,000 character limit).
- Include a clear and concise description of the problem to be solved and the proposed solution. If acronyms are used, make sure they are defined (2,000 character limit).
- Indicate whether the measure would increase fiscal liability or decrease revenue of state government in excess of \$2,000. If unknown, state why you are unable to make a determination.
- Indicate whether the measure would increase or newly provide for a term of imprisonment in the state prison or make release on parole or probation from the state prison less likely. If unknown, state why you are unable to make a determination.
- Bill Type - Select the appropriate radio button for the bill type.
 - **Budget** (essential to enact the budget)
 - **Policy – Substantive**
 - **Policy – Housekeeping**

The Budget Radio button will be grayed out if the answer to whether there's a fiscal liability and impact to the term of imprisonment is "No". Conversely, the two Policy Radio buttons will be grayed out if the answer to either of the two monetary questions is "Yes".

- Proposed effective date of the measure options are:
 - **July 1, 2019**
 - **October 1, 2019**
 - **Upon Passage and Approval**
 - **Other** is used if a bill has a different effective date than specified above, which can be selected, or has several effective date requirements. If the bill has several date requirements, the effective date entered should satisfy the first date requirement and the remaining dates may be identified by section in the explanation field provided.

The flag on the Description tab will disappear if the required information has been entered.

Attachments Tab

Transaction Status: Draft

BDR Detail

Budget Period: 2019-2021 Biennium (FY20-21)
Budget Session: 80TH REGULAR SESSION
BDR Concept Number: 19A3001662C
Title [100 char max]: New BDR Concept

Description **Attachments**

Proposed Language - 0 attachments Add...
Other Supporting Documents - 0 attachments Add...

Attach suggested language ONLY MS WORD .DOC, .DOCX, .PDF, .XLS and .XLSX FILES ALLOWED
Any other file type will be discarded.
Do not attach files with password protection!

Print Full BDR Report Save Draft Delete Draft Submit Cancel

The options for attachments are:

- **Proposed language** – Attach a draft of proposed statutory language in this section with the existing NRS number, if applicable.
 - If new sections are proposed, suggest the proper placement.
 - The text should be formatted with the standard insertion in *blue* italics and strikethrough in **{red}** with brackets formatting adopted by the Legislature.
- **Other Supporting Documents** - Any attachments that may help with the analysis and ultimately the drafting of the bill should be attached in this tab. The bill drafter may be assisted with specific information regarding your bill draft request such as:
 - Particular or preferred language to be included/excluded;
 - Federal laws, court cases, or Attorney General opinions;
 - Similar requests from past sessions; similar statutes held by other states; and/or
 - Other documentation relating to the bill.

If there are particular words or phrases desirable because they have been judicially construed or are commonly understood or misunderstood in connection with the particular subject matter, or for some other reason they are to be avoided, please provide these words or phrases and an explanation of why you want to use or avoid them.

Documents accepted as attachments are ONLY MS Word .doc, .docx, PDF, Excel .xls and .xlsx files. Any other file types will be discarded. Do not attach files with password protection.

Creating a New BDR

Upon approval of the BDR Concept, the Governor’s Office Liaison will determine how many BDRs they want to create from the original BDR Concept and create them. Notification of approval will come from the Governor’s Office. The number of BDRs created can range from zero (to be combined with another BDR) up to a maximum of five BDRs. The BDR number format is consistent with the concept except without the “C” at the end.

The screenshot shows the 'View Bill Draft Request' interface. At the top, there is a green header with a back arrow and the text 'View Bill Draft Request'. Below this is a blue header with 'Transaction Status: Draft'. The main content area is titled 'BDR Detail' and contains the following information:

- Budget Period: 2019-2021 Biennium (FY20-21)
- Budget Session: 80TH REGULAR SESSION
- BDR Number: 19A3001656
- Title [100 char max]: New BDR

On the right side, there is a table titled 'BDR created from this Concept':

BDR Concept #
19A3001654C

Below the main information, there are tabs for 'Description', 'Attachments', 'BA/DU', 'Contacts', and 'Agency Notes'. The 'BA/DU' tab is active. Underneath, there is a section titled 'Related Budget Accounts' with two dropdown menus: 'Budget Account(s):' and 'Decision Unit(s):'. Both dropdowns currently show 'Choose Budget Account(s)' and 'Choose Decision Unit(s)' respectively. To the right of these dropdowns, there are two callout boxes: one pointing to the 'Budget Account(s)' dropdown with the text 'Select applicable budget account(s) relating to this bill draft request from the drop down list.' and another pointing to the 'Decision Unit(s)' dropdown with the text 'Budget bills only'. At the bottom of the interface, there are buttons for 'Print Full BDR Report', 'Save Draft', 'Delete Draft', 'Submit', and 'Cancel'.

This tab enables you to identify the budget account(s) that have an interest in the BDR by selecting the budget account(s) in the drop down lists. Once a budget account is selected, hover your mouse/cursor over the budget account selected and the budget account title relating to the number will display.

If the BDR is for a budget bill (as indicated on the Description tab), an additional section listing all of the available decision units will appear. Select the appropriate decision unit(s) for the bill from the drop down list. Once the decision unit is selected, hover your mouse/cursor over the number and the decision unit title will display.

If the selection needs to be deleted, click on the X on the right of the budget account or decision unit. The X at the far right of the field is available to clear multiple selections and start over.

The flag on the BA/DU tab will disappear if the required information has been entered.

Contacts Tab

Transaction Status: Draft

BDR Detail

Budget Period: 2019-2021 Biennium (FY20-21)
Budget Session: 80TH REGULAR SESSION
BDR Number: 19A3001656
Title [100 char max]: New BDR

BDR created from this Concept
BDR Concept #
19A3001654C

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

Primary Contact:

Name:
Title:
Mailing Address:
Phone:
Extension:
Email:

Is there a different person for whom the draft should be mailed for review?
 Yes No

Is there a different person to be contacted to provide testimony regarding the measure during the legislative session?
 Yes No

Print Full BDR Report Save Draft Delete Draft Submit Cancel

The contacts tab has 3 sections to identify contacts:

- Primary Contact - person to contact for additional information,
- Contact person who will review the drafted bill, and
- Contact person who will provide testimony regarding the measure during the legislative session.

By answering yes to one or both of the questions above, a different contact person can be identified for all three sections. Provide the appropriate contact information for all three sections.

The flag on the Contacts tab will disappear if the required information has been input.

Agency Notes Tab

View Bill Draft Request

Transaction Status: Draft

BDR Detail

Budget Period: 2019-2021 Biennium (FY20-21)
Budget Session: 80TH REGULAR SESSION
BDR Number: 19A3001656
Title [100 char max]: New BDR

BDR created from this Concept
BDR Concept #
19A3001654C

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

Are there similar measures from current or previous sessions?
 Yes No

Are there federal laws, court cases, or attorney general opinions involved?
 Yes No

Are there similar statutes in other states?
 Yes No

What would be the impacts of the BDR if implemented?
[Text Input Field]

If the BDR fails to pass what are the consequences?
[Text Input Field]

Describe any support for the BDR beyond the requesting agency.
[Text Input Field]

Describe any opposition to the BDR.
[Text Input Field]

Print Full BDR Report Save Draft Delete Draft Submit Cancel

Any information that may help with the analysis and ultimately the drafting of the bill should be added on the Agency Notes tab such as:

- Similar measures or statutes from previous sessions;
- Federal laws, court cases, or Attorney General opinions; and/or
- Similar statutes in other states;

If these items have already been attached, indicate yes add “see attached” in the description.

It is important to consider and understand the overall impact if the BDR is implemented or fails to pass and to determine any support for or potential opposition to the bill before the bill moves forward.

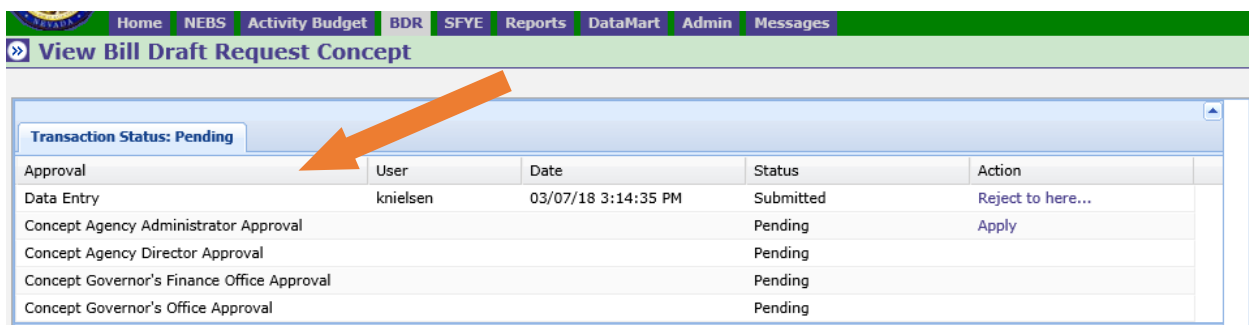
The flag on the Agency Notes tab will disappear if the required information has been input.

Approval Process

Drafts can be saved as you work on a BDR Concept or BDR (once the Primary Department and Primary Division have been entered) over several days, weeks, etc., and a number will be assigned the first time you save a draft. Once you have completed all the required information on the description tab and added attachments, save the draft and click the Submit button. The draft created is only viewable by the data entry user who created it until the draft has been submitted and moved to the next approval level.

Once a BDR concept has been submitted, it will be routed for approval based upon the approval levels within your department/division. The BDR module supports a multi-step approval workflow process routing the BDR Concept to the user(s) who are required to approve it. A BDR Concept can be approved, modified, or rejected at each stage in the process.

Approval Roles



The screenshot shows a web interface with a navigation bar at the top containing links for Home, NEBS, Activity Budget, BDR, SFYE, Reports, DataMart, Admin, and Messages. Below the navigation bar is a breadcrumb trail: » View Bill Draft Request Concept. The main content area features a table with the following data:

Approval	User	Date	Status	Action
Data Entry	knielsen	03/07/18 3:14:35 PM	Submitted	Reject to here...
Concept Agency Administrator Approval			Pending	Apply
Concept Agency Director Approval			Pending	
Concept Governor's Finance Office Approval			Pending	
Concept Governor's Office Approval			Pending	

There is one inquiry role and three department/division approval roles in the BDR module. The Agency Director role is required for every department/division. This level represents the final department/division approval required as part of the official process to submit to the Governor's Finance Office. The other roles are optional and may be added to accommodate the department's proper approval process. Users will only have access to the specific department's agency code(s) (three digits) identified in their BDR Module security profile. The BDR Module access form [NEBS Activity Budget and Bill Draft Request Module Access](#) can be found on the Governor's Finance Office website. Email or fax this form to the Governor's Finance Office at budget@finance.nv.gov or 775-684-0260.

Agency Approval Roles include:

- **Inquiry** – Optional user role. Users at this level have the ability to only view BDR Concept and BDR information in the module.
- **Data Entry** - Optional user role. Users at this level can create, modify and submit a BDR Concept. Once the BDR Concept has been submitted to the next level, data entry users may not remove their approval or make additional changes to the BDR Concept unless it is rejected back to this level.

- **Agency Administrator Approval** - Optional user role. These users can perform data entry functions and can apply the agency/division level approval. Once a BDR Concept or BDR has been submitted to the department level, an agency/division level reviewer may not make additional changes unless the BDR Concept approval is removed or the BDR Concept is rejected back to this level.
- **Agency Director Approval** - This role is required for each department/division. These users can perform data entry functions and can apply department level approval. Once a BDR Concept or BDR has been submitted to the next level, the department reviewer may not make additional changes unless the BDR Concept or BDR approval is removed or the BDR Concept or BDR is rejected back to this level.
- **Additional levels** – Approval levels beyond those for the departments/division include the Budget Director and the Governor’s approval.

If the BDR Concept includes more department/divisions than authorized, the Governor’s Finance Office Executive Branch Budget Officer will incorporate the additional department/divisions upon notification.

Applying Approvals and Rejections

While agency administrator and department approval roles for both the BDR Concepts and BDRs remain the same, the approval process beyond the department level differs between the BDR Concept and BDR and differs again depending upon the type of BDR (Budget or Policy).

BDR Concept Approval Roles:

Approval	User	Date	Status	Action
Data Entry	knielsen	03/07/18 3:14:35 PM	Submitted	Reject to here...
Concept Agency Administrator Approval			Pending	Apply
Concept Agency Director Approval			Pending	
Concept Governor's Finance Office Approval			Pending	
Concept Governor's Office Approval			Pending	

Policy BDR Approval Roles:

Approval	User	Date	Status	Action
Data Entry	knielsen	03/07/18 12:00:00 AM	Submitted	Reject to here...
Agency Administrator Approval			Pending	Apply
Agency Director Approval			Pending	
Governor Approval			Pending	
Final Transmittal Approval			Pending	

Budget BDR Approval Roles

The screenshot shows the 'View Bill Draft Request' page with a navigation menu at the top (Home, NEBS, Activity Budget, SFYE, Reports, DataMart, Admin, Messages). Below the menu is a tab labeled 'View Bill Draft Request'. The main content area has a 'Transaction Status: Pending' tab selected. Below the tab is a table with the following data:

Approval	User	Date	Status	Action
Data Entry	knielsen	03/07/18 12:00:00 AM	Submitted	Reject to here...
Agency Administrator Approval			Pending	Apply
Agency Director Approval			Pending	
Budget Analyst Approval			Pending	
Team Lead Approval			Pending	
Budget Director Approval			Pending	
Governor Approval			Pending	
Final Transmittal Approval			Pending	

At each stage in the approval process, a BDR Concept or BDR may either be approved or rejected through the use of the approval grid. When a reviewer views a BDR Concept pending approval, the grid appears at the top of the screen. The action column of the grid shows what actions you can perform. Simply click on the links in the action column to perform that action.

If you have already approved the BDR Concept or if you do not have the authority to apply your approval, a link will not be available in the action column.

The screenshot shows the 'View Bill Draft Request Concept' page with a navigation menu at the top (Home, NEBS, Activity Budget, BDR, SFYE, Reports, DataMart, Admin, Messages). Below the menu is a tab labeled 'View Bill Draft Request Concept'. The main content area has a 'Transaction Status: Pending' tab selected. Below the tab is a table with the following data:

Approval	User	Date	Status	Action
Data Entry	knielsen	03/07/18 3:14:35 PM	Submitted	Reject to here...
Concept Agency Administrator Approval	knielsen	03/08/18 10:53:17 AM	Applied	Remove this approval...
Concept Agency Director Approval			Pending	Apply
Concept Governor's Finance Office Approval			Pending	
Concept Governor's Office Approval			Pending	

Below the table is a 'BDR Detail' section with the following information:

- Budget Period: 2019-2021 Biennium (FY20-21)
- Budget Session: 80TH REGULAR SESSION
- BDR Concept Number: 19A3001662C
- Title [100 char max]: New BDR Concept

A 'Confirmation' dialog box is open over the 'Apply' button in the 'Concept Agency Director Approval' row. The dialog box contains the text: 'Are you sure you want to apply BDR Concept Agency Director Approval?' and has 'Yes' and 'No' buttons.

When a reviewer approves a BDR Concept or BDR, the following occurs:

- The reviewer's user ID and a time stamp are added to the approval log;
- The reviewer will no longer be able to edit the BDR Concept or BDR;
- The BDR Concept moves on to the next reviewer unless this was the final step in which case the BDR Concept or BDR is marked as approved; and
- BDR Concepts or BDRs approved at prior levels that now require your review will appear in your Personal To Do List

If you are reviewing a BDR Concept or BDR that requires correction to one or more items, you may either reject the entire BDR or you may modify it. If you want one of the prior users to make the change to the BDR Concept, reject the BDR Concept by selecting one of the 'Reject to here...' levels in the approval grid. A dialog box appears to enter the reason for the rejection.

Users who approved at the level to which the BDR Concept or BDR is rejected will once again see it on their Personal To Do List with any rejection comments made by the reviewer who rejected it. The users at this level may make the change or reject the BDR to a previous level, if applicable.

It is recommended follow-up e-mails are sent for BDR Concept or BDR approvals and rejections to the appropriate user for notification of the approval or rejection since checking the BDR module on a daily basis may not occur. **The BDR Concept or BDR is not considered submitted until the Agency Director approval is applied.**