




**STATE OF NEVADA
GOVERNOR'S FINANCE OFFICE**

209 E. Musser Street, Room 200 | Carson City, NV 89701-4298
Phone: (775) 684-0222 | <http://gfo.nv.gov> | Fax: (775) 684-0260

ALL AGENCY MEMO #2016-06

March 15, 2016

To: All Agencies

From: James R. Wells, Director
Governor's Finance Office 

Subject: Bill Draft Request Instructions

As stated in the 2017-2019 Budget Instructions and discussed at the Budget Kickoff on March 9th, all agency proposals for non-budgetary legislative bill draft requests (BDRs) are due by April 15, 2016. These BDRs are only for housekeeping or policy changes. Budgetary BDRs are due on September 1, 2016 with the agency request budget submittal.

Agencies have been directed to complete Policy BDR Concept Requests to ensure non-budgetary BDRs align with the Governor's priorities and initiatives. To facilitate these requests, agencies are required to create a new BDR in the Nevada Executive Budget System (NEBS) and complete the Title field and the Description tab. The Description tab includes the primary department and division, the NRS, NAC and/or Constitutional provisions affected, a brief description (maximum of 1,000 characters) including the purpose and justification for the request, and the effective date of the proposal. Once these fields are completed, the draft must be saved by the agency. The Budget Division will download the proposed requests for the Governor's Office after the April 15th deadline.

The Governor's Office plans to review and approve or deny the summary proposals by May 6, 2016. Once notified that the Governor's Office approved your proposal, you must complete the remaining tabs in NEBS BDR module and submit the completed BDR by June 1, 2016. This includes applying all of the required agency approvals.

Please reference the Budget Instructions and the Bill Draft Request Instructions, Revised March 2016, which can be found on the Budget Division website on the Manuals/Instructions page (<http://budget.nv.gov/Manuals-Instructions/>).

Any questions should be directed to your assigned budget analyst.