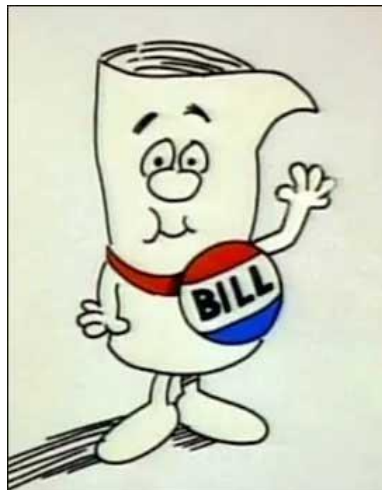**STATE OF NEVADA**

Bill Draft Request Instructions for NEBS

Governor's Finance Office

Revised
3/25/2022

Nevada Executive Budget System (NEBS) Bill Draft Request (BDR) 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.

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

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

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

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
- **My Profile** - Customizes your user profile and makes the BDR tab the default screen when you login to NEBS.

Creating a New BDR

To create a new BDR, 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 screen will be displayed. The BDR number will be "TBD" until the draft is saved or submitted. The BDR number format is YYSDiv####.

- 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.

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

A BDR 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 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 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 has been submitted, additional buttons will include:

- **Delete Draft** – You will receive a prompt confirming you want to delete the BDR draft and then takes you back to the BDR Task Page.

- **Print Full BDR Report** – A summarized report of the BDR information is provided including all attachments.

Description Tab

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, 2023**
    - **October 1, 2023**
    - **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

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 strikeout 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:

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

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.

BA/DU Tab

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 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

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 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

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 (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 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 to the user(s) who are required to approve it. A BDR can be approved, modified, or rejected at each stage in the process.

Approval Roles
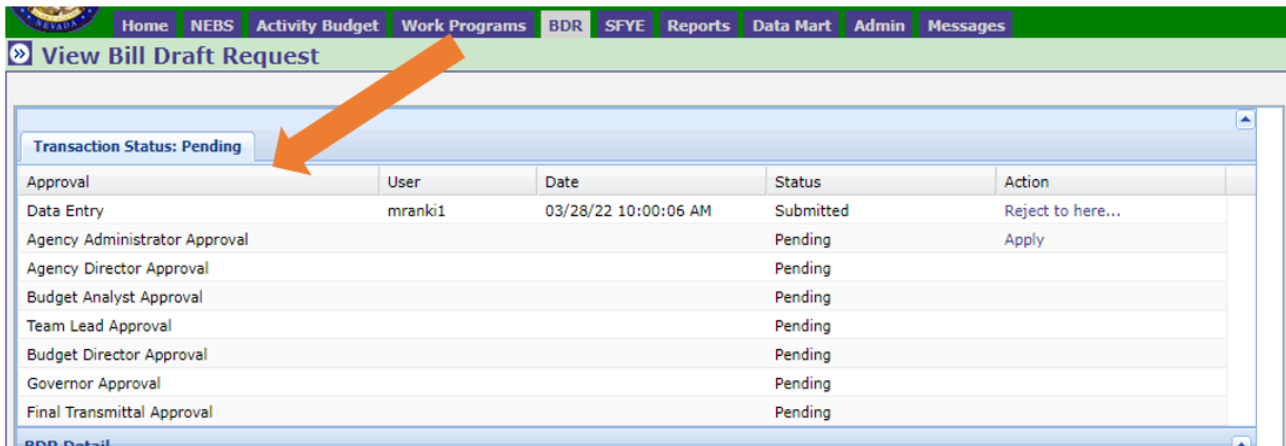
There is one inquiry role and three department/division approval roles in the BDR module. The Agency Director role is required for every department/division. This level represents the final department/division approval required as part of the official process to submit to the Governor's Finance Office. 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 can only view BDR information in the module.
- **Data Entry** - Optional user role. Users at this level can create, modify, and submit a BDR. Once the BDR has been submitted to the next level, data entry users may not remove their approval or make additional changes to the BDR 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 has been submitted to the department level, an agency/division level reviewer may not make additional changes unless the BDR approval is removed or the BDR 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 has been submitted to the next level, the department reviewer may not make additional changes unless the BDR approval is removed or the 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 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

The approval process for budget and policy BDRs are now the same.

Approval	User	Date	Status	Action
Data Entry	mranki1	03/28/22 10:00:06 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 may either be approved or rejected using the approval grid. When a reviewer views a BDR 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 or if you do not have the authority to apply your approval, a link will not be available in the action column.
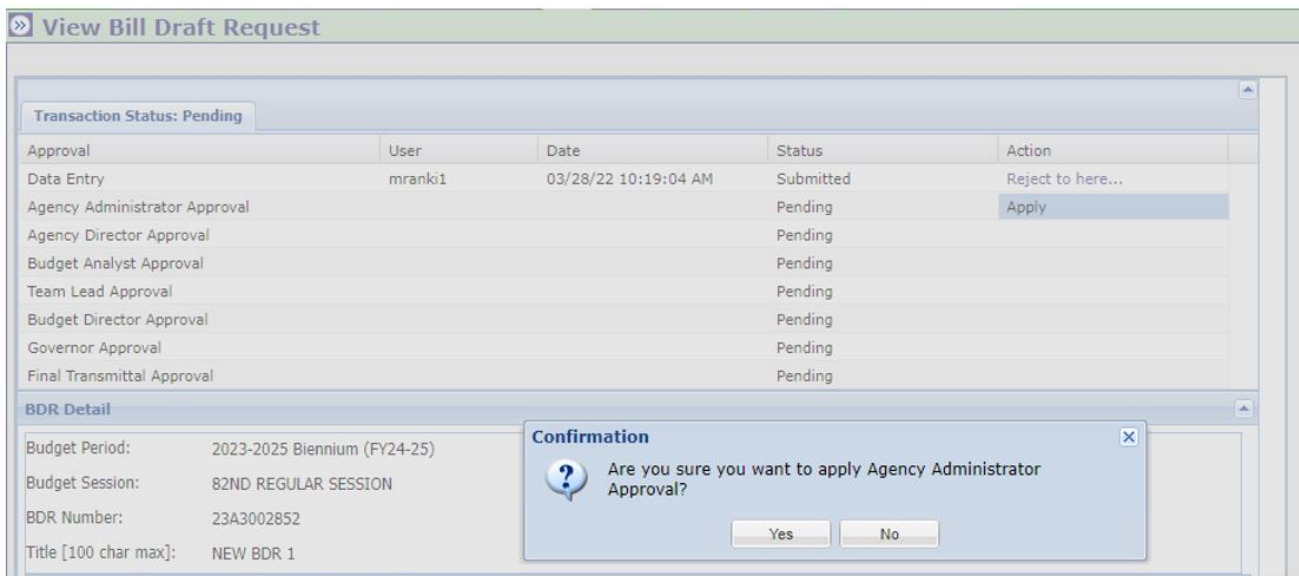
When a reviewer approves a BDR the following occurs:
- The reviewer's user ID and a time stamp are added to the approval log.
- The reviewer will no longer be able to edit the BDR
- The BDR moves on to the next reviewer unless this was the final step in which case the BDR is marked as approved; and
- BDRs approved at prior levels that now require your review will appear in your Personal To Do List

If you are reviewing a 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, reject the BDR 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 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 approvals and rejections to the appropriate user for notification of the approval or rejection since checking the BDR module daily may not occur. **The BDR is not considered submitted until the Agency Director approval is applied.**