



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

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ALL AGENCY MEMO #2016-08

March 25, 2016

To: All Agencies

From: James R. Wells, Director
Governor's Finance Office *for J. Murphy*

Subject: FY 2017-2019 Biennium Budget Process Templates

The Budget Division has posted the following templates on our website <http://budget.nv.gov/Forms> for the FY 2017-2019 biennium budget process:

- Enhancement Concept Request
- Grant Match Summary Template
- Grant Maintenance of Effort Template

As indicated at the Budget Kickoff and in the Budget Instructions, agencies must complete an Enhancement Concept Request for each new or expanded program or initiative. Typically these requests would be made in decision units E125-E559, E737-E739 or E850-E859. Due to changes in this year's process, consider the following additional guidance:

1. Enhancement Concept Requests are not necessary for new or replacement equipment (decision units E710-E729) as long as those costs are within the Department's two times Agency Request Limit.
2. Proposals for initiatives not within that parameter must include a clear and concise description of the request, identify how the request aligns with the Governor's Strategic Framework (to be released the week of April 11th) and show the results expected, any alternatives considered and the consequences if the request is not approved. The request form should be no more than 5 pages in total and narrative responses should be as concise as possible. All of the fields and questions on the Enhancement Concept Request form must be completed.

3. If the Enhancement Concept Request is approved, it will be considered outside the agency's request limit per [All Agency Memo 2016-07](#).

For the 2017-2019 biennium, agencies must also document and include with their budget request submittal any Match or Maintenance of Effort grant requirements. To assist agencies, the templates mentioned above have been posted to the Budget Division website. These templates are examples of the information needed to document Match and Maintenance of Effort requirements. Agencies do not need to use the templates but are required to report, at a minimum, all of the information included in the template.

The Budget Division has received many questions regarding the Budget Instructions. A Frequently Asked Questions (FAQ) document will be posted shortly to our website to provide further direction and clarification.

If you have any questions or concerns, please consult your assigned analyst in the Budget Division.