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**From:** Tiffany M. Greenameyer

**Sent:** Monday, August 22, 2016 3:07 PM

**To:**

**Subject:** Reminder Regarding 2017-2019 Biennial Budget Process

Good Afternoon,

Please review the following:

Per the Budget Instructions, agencies are to submit their agency budget in NEBS (A00) as well as send the Budget Division and the LCB Fiscal Division a Budget Submission Certification Letter and an Organizational Chart with the programs, activities and organizations of the agency and the full-time equivalent positions in the agency. We have a template for the Certification Letter on our website at <http://budget.nv.gov/Forms/>.

NEBS will be locked on September 1, 2016 at 4:00 pm. Agencies will not be able to make any adjustments in NEBS once it's locked.

In general, budget submissions are confidential until they are submitted to the Legislature. The following outlines some of the key dates at which point budget request information is available to the public:

Agency Request is confidential until the Budget Division provides the Agency Request budget (A01) to the LCB Fiscal Analysis Division pursuant to NRS 353.211. This will occur on or before October 15, 2016.

Pursuant to NRS 353.211, the G01 adjusted base (B000, M100, and M150) is confidential until it is submitted to the LCB Fiscal Analysis Division which must occur on or before December 31, 2016. The G01 enhancement decision units are not part of the adjusted base budget and remain confidential within the Executive Branch until they are transmitted to the Legislature.

Pursuant to NRS 353.205, the remaining elements of the Governor's Recommends phase (G01) outside of adjusted base are confidential until they are transmitted to the Legislature pursuant to NRS 353.230 which must occur not later than 14 calendar days before the commencement of the regular legislative session which will occur on or before January 23, 2017.

During the Governor's Recommends phase and throughout the Legislative session, information must be shared among agencies, Executive Budget Office, and Fiscal Analysis Division. Information provided through the Executive Budget Office will be provided to the Fiscal Analysis Division on or before the dates required in statute. Information provided directly to the Fiscal Analysis Division must be copied to the Executive Budget Office to ensure everyone is provided with the same information. Further, your Budget Division analyst should be present at any meetings held with LCB Fiscal Analysis Division staff.

Thank you,

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