



# GOVERNOR'S OFFICE OF FEDERAL ASSISTANCE

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NEVADA'S FEDERAL GRANT RESOURCE

# General Housekeeping

- Welcome
- Training will be recorded
- Today's training video and the resources shared will be posted to the OFA website and sent out via e-mail to all those registered for the event
- If you a question, please drop it in the chat
- Close Captioning is available, please click the CC button at the bottom of your screen



# About Us

The Governor's Office of Federal Assistance, or OFA, was created with the passage of Assembly Bill 445 of the 81<sup>st</sup> Legislative Session, effective July 1, 2022

## Vision

The Governor's Office of Federal Assistance supports our stakeholders in obtaining, increasing, and maximizing federal assistance.

## Mission

The Governor's Office of Federal Assistance reduces barriers by providing inclusive, collaborative, comprehensive, and centralized support in obtaining federal dollars for Nevada.



# OFA Technical Assistance

- Free technical assistance (TA) to all stakeholders
- We answer questions about grants during all phases of the grant lifecycle
- Technical Assistance includes (but is not limited to):
  - Grant Discovery
  - Grant Writing Mentorship & Review
  - Grant Management & Monitoring
- Email us at [grants@ofa.nv.gov](mailto:grants@ofa.nv.gov)
- Call us at (775) 684-0156





*Connecting People to Policy*

NEVADA LEGISLATURE: CONNECTING PEOPLE TO POLICY

PRESENTED BY:

CESAR MELGAREJO, SENIOR PRINCIPAL POLICY ANALYST

DAVIS FLORENCE, SENIOR POLICY ANALYST

# OVERVIEW

- The Capital
- Legislative Structure
- The Legislative Counsel Bureau (LCB)
- The Legislative Process
- Bill Draft Requests (BDR)/Fiscal Notes
- Tips for Testifying Before Legislative Committees
- Resources for Tracking Legislation and Policy

# LEGISLATIVE STRUCTURE

## SENATE

21 Members, 4-Year Terms

## ASSEMBLY

42 Members, 2-Year Terms

## REGULAR LEGISLATIVE SESSIONS—BIENNIAL

- Regular sessions are held during odd-numbered years
- Begin on the first Monday in February
- Are limited to 120-calendar days
- The 83<sup>rd</sup> Legislative Session starts on February 3, 2025



# LEGISLATIVE INTERIM

- 20 months between sessions
- Assembly Bill 443 (2021)
- Nine Joint Interim Standing Committees
  - Commerce and Labor
  - Education
  - Government Affairs
  - Growth and Infrastructure
  - Health and Human Services
  - Judiciary
  - Legislative Operations and Elections
  - Natural Resources
  - Revenue





# THE LEGISLATIVE COUNSEL BUREAU (LCB)

- The LCB is the nonpartisan, central staff for the Nevada Legislature.
- No paid political staff is employed by the Bureau.
- Lobbying by LCB staff is prohibited.
  - No campaign or political activities.
  - Cannot display items that advocate for a candidate or partisan activity.

# THE LEGISLATIVE COUNSEL BUREAU: *Today*

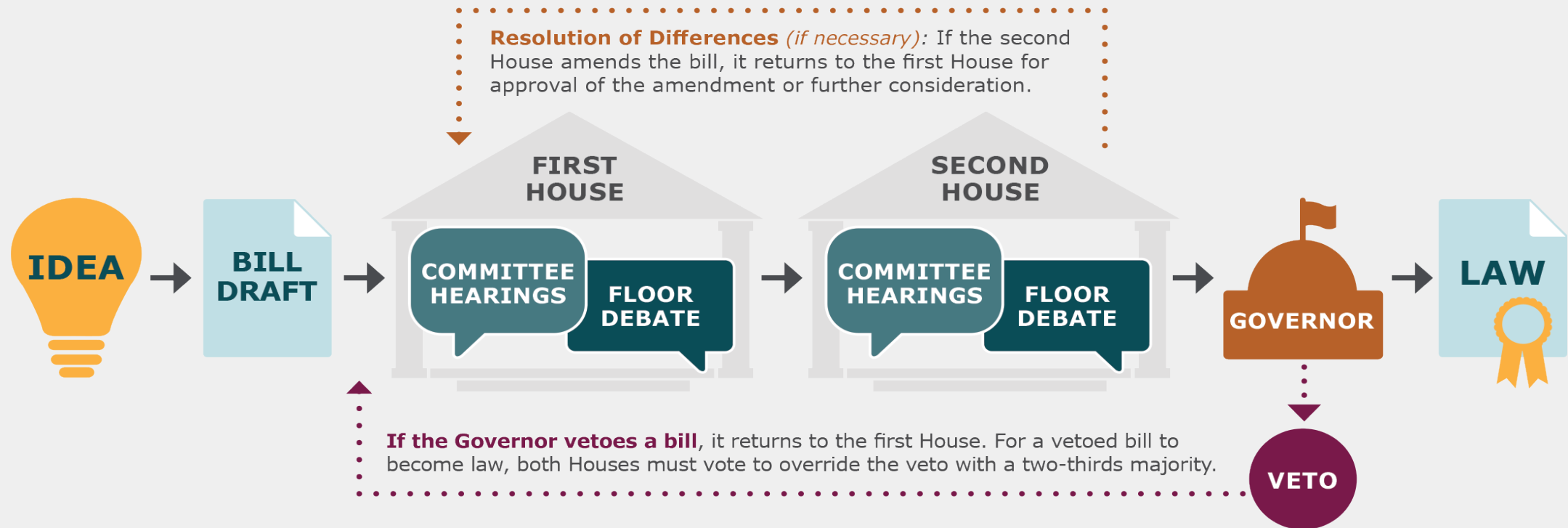
- Over 300 permanent staff.
- Additional temporary staff is hired for sessions only.
- Consists of five divisions:
  - Administrative
  - Audit
  - Fiscal Analysis
  - Legal
  - Research

# THE LEGISLATIVE COUNSEL BUREAU: *Research Division*

- Provides policy analysis and prepares reports and publications on topics of interest to legislators and the public.
- Houses the Research Library, an excellent source of information for legislative documents and research materials.
- Contains a Constituent Services Unit (CSU) that assists legislators with questions and requests from the citizens in their districts.
- Provides primary committee staff support to nearly all policy committees during session and throughout the interim.

# LEGISLATIVE PROCESS

## HOW A BILL BECOMES A LAW



# LEGISLATIVE PROCESS: IDEAS BECOME BILLS

## WHERE BILLS COME FROM

- Idea for a bill (constituents, legislative hearings, personal experiences, ideas from your campaign);
- Policy analysis and research on the idea (information from our research/policy staff, needed changes to current law, national organizations, model legislation from other states, et cetera); and
- “Hot topics” from other states and responses to national trends.

After the idea is formulated, researched, and refined, the legislator submits a BDR to the Legal Division of the LCB. The Legal Division prepares the BDR and delivers it to the sponsor (requester).

# LEGISLATIVE PROCESS: BILL DRAFT REQUESTS (BDR)

- On July 1 preceding each regular session, and each week thereafter until the adjournment of the Legislature sine die, the Legislative Counsel shall prepare a list of all requests received by the Legislative Counsel for the drafting of legislative measures for the regular session.
- Incumbent members of the Assembly: 10 BDRs, newly elected members: 6 BDRs.
- Incumbent members of the Senate: 20 BDRs, newly elected members: 12 BDRs.
- Additional BDRs from Chairs of Standing Committees/Leadership.
- Requests from interim committees.
- Requests from Governor, Constitutional Officers, Supreme Court, local governments, and other bodies.

# LEGISLATIVE PROCESS: BILL DRAFT REQUEST LIST

Nevada Legislature

NELIS

Sign in/Register

Select a session

83rd (2025) Session

Wednesday, November 6, 2024 - The 83rd Session will begin on February 3, 2025

Legislation

Budgets

Committees

Meetings & Floor Sessions

Session Info

Tracking

## Bill Draft Request (BDR) Information

HOME / LEGISLATION / BILL DRAFT REQUEST (BDR) INFORMATION

BDRs

Reports0

Links3

Enter bdr or bill number or name, requester, or subject search text.

Search

Clear

View All BDRs

☒ Order BDRs By Number

☐ Order BDRs By Title/Type

BDRs Divided List (543)

BDRs 1 to 99

1	<b>Assemblywoman Thomas</b> Creates the Office of Early Childhood Systems within the Office of the Governor.	7/5/2023
2	<b>Assemblywoman Thomas</b> Makes various changes relating to dementia.	7/5/2023
3	<b>Assemblywoman Thomas</b> Makes an appropriation to the nonprofit organization Foster Kinship for its programs dedicated to kinship care.	7/5/2023



# LEGISLATIVE PROCESS: BILLS

A.B. 18

ASSEMBLY BILL NO. 18—COMMITTEE  
ON GOVERNMENT AFFAIRS

(ON BEHALF OF THE DIVISION OF ENTERPRISE  
INFORMATION TECHNOLOGY SERVICES OF  
THE DEPARTMENT OF ADMINISTRATION)

PREFILED NOVEMBER 16, 2022

Referred to Committee on Government Affairs

SUMMARY—Revises provisions relating to the Division of  
Enterprise Information Technology Services of the  
Department of Administration. (BDR 19-218)

FISCAL NOTE: Effect on Local Government: No.  
Effect on the State: Yes.

EXPLANATION – Matter in *bolded italics* is new; matter between brackets ~~omitted material~~ is material to be omitted.

AN ACT relating to governmental administration; revising the  
definitions of certain terms related to the provision of  
information services to using agencies by the Division of  
Enterprise Information Technology Services of the  
Department of Administration; revising the composition  
of the Division; and providing other matters properly  
relating thereto.

**Legislative Counsel's Digest:**

Existing law creates the Division of Enterprise Information Technology  
Services of the Department of Administration that consists of: (1) the  
Administrator; (2) the Enterprise Application Services Unit; (3) the Communication  
and Computing Unit; and (4) the Office of Information Security. Existing law  
further provides that the Communication and Computing Unit consists of a  
Communications Group and Telecommunications Group. (NRS 242.080) **Section 4**  
of this bill provides instead that the Division consists of: (1) the Administration  
Unit, of which the Administrator is the head; (2) the Client Services Unit; (3) the  
Computing Services Unit; (4) the Network Services Unit, which consists of a  
Network Transport Services Group and Telecommunications Group; and (5) the  
Office of Information Security. **Sections 8-13 and 15** of this bill make conforming  
changes related to the revisions to the composition of the Division.

Existing law defines "equipment" in relation to the responsibilities and duties  
of the Division as any machine or device designated for the automatic handling of



\* A B 1 8 \*

- 3 -

**Sec. 2.** NRS 242.057 is hereby amended to read as follows:  
242.057 "Information system" means any communications or  
computer equipment, ~~computer~~ software, *firmware*, procedures,  
personnel or technology used to ~~collect~~ *acquire, store*, process,  
*manage, use, maintain, display*, distribute ~~for store~~, *dispose of*,  
*transmit or retrieve data or* information.

**Sec. 3.** NRS 242.071 is hereby amended to read as follows:  
242.071 1. The Legislature hereby determines and declares  
that the creation of the Division of Enterprise Information  
Technology Services of the Department of Administration is  
necessary for the coordinated, orderly and economical processing of  
*data and* information in State Government, to ensure economical  
use of information systems and to prevent the unnecessary  
proliferation of equipment and personnel among the various state  
agencies.

2. The purposes of the Division are:  
(a) To perform information services for state agencies.  
(b) To provide technical advice but not administrative control of  
the information systems within the state agencies and, as authorized,  
of local governmental agencies.

**Sec. 4.** NRS 242.080 is hereby amended to read as follows:  
242.080 1. The Division of Enterprise Information  
Technology Services of the Department is hereby created.

2. The Division consists of ~~the~~ :  
(a) *The Administration Unit.* The Administrator ~~and the~~  
~~(a) Enterprise Application~~ *is the head of the Administration*  
*Unit.*

(b) *The Client Services Unit.*

~~(b) Communication and~~

(c) *The Computing Services Unit.*

~~(c) The Network Services Unit.~~

(e) *The Office of Information Security.*

3. A ~~Communications~~ *Network Transport Services* Group  
and a Telecommunications Group are hereby created within the  
~~Communication and Computing~~ *Network Services* Unit of the  
Division.

**Sec. 5.** NRS 242.141 is hereby amended to read as follows:  
242.141 To facilitate the economical processing of data *or*  
*information* throughout the State Government, the Division may  
provide service for agencies not under the control of the Governor,  
upon the request of any such agency. The Division may provide  
services, including, without limitation, purchasing services, to a  
local governmental agency upon request, if provision of such  
services will result in reduced costs to the State for equipment and  
services.



\* A B 1 8 \*



# LEGISLATIVE PROCESS: POLICY COMMITTEES

## EIGHT POLICY COMMITTEES IN EACH HOUSE

- Commerce and Labor
- Education
- Government Affairs
- Growth and Infrastructure
- Health and Human Services
- Judiciary
- Legislative Operations and Elections
- Natural Resources

# LEGISLATIVE PROCESS: REVENUE AND MONEY COMMITTEES

EACH HOUSE ALSO HAS TWO MONEY RELATED COMMITTEES:

- Revenue (Tax); and
- Finance (Senate) and Ways and Means (Assembly).

# LEGISLATIVE PROCESS: COMMITTEE ACTION

## COMMITTEE HEARINGS

- When the committee might act:
  - At the committee hearing (same day the bill is heard); or
  - At a subsequent work session.
- A bill dies if no action is taken by the committee passage deadline (unless the bill is exempt from the deadlines.)
- Committee First House Deadline
- Committee Second House Deadline

# LEGISLATIVE PROCESS: COMMITTEE ACTION

## Committee Chair responsibilities:

- Schedule bill hearings;
- Agendas;
- Ensure all meetings are public;
- Conduct most meetings via videoconference between Carson City and Las Vegas; and
- Encourage the public to participate.

## Sponsor's responsibilities:

- Present the bill;
- Identify and notify speakers;
- Keeping the Committee Chair informed; and
- Track the progress of the bill.

# LEGISLATIVE PROCESS: COMMITTEE ACTION

## COMMITTEE HEARINGS – COMMON COMMITTEE ACTIONS

- Do Pass
- Amend and Do Pass
- Do Adopt
- Rerefer (with or without recommendation)
- Indefinitely Postpone (IP)
- No Action

# LEGISLATIVE PROCESS: FLOOR DEBATE

- Bill is reported out of committee with a recommended action.
- Second Reading and amendment of bill:
  - Bill is read a second time;
  - Amendments, if any, are considered and adopted; and
  - If adopted, the bill is reprinted and “engrossed”.
- Third Reading and General File:
  - Bill is read for the third time on General File and additional amendments are considered; and
  - General file—merits of the bill are debated, and a final vote is taken.
- First House Passage Deadline
  - Exemptions may apply for certain fiscal measures or bills relating to legislative business.
- Second House Passage Deadline

# LEGISLATIVE PROCESS: CONFERENCE COMMITTEES

## RESOLUTION OF HOUSE DIFFERENCES (IF NECESSARY)

- If the bill has no amendments in the second house, it is referred to the Governor for signing.
- If the bill is amended by the second house:
  - Does the first house “Concur” with the second house’s amendment? If so, the bill is sent to the Governor.
  - If the first house does not concur (does not agree with) the second house’s amendment, does the second house “Recede” its amendment? If so, the bill is sent to the Governor.
  - If the second house does not recede, the bill is assigned to a conference committee.

# LEGISLATIVE PROCESS

## ROLE OF THE GOVERNOR:

- Sign the bill;
  - Within five days if the Legislature is in session (excluding the day of receipt and Sundays);
  - Within ten days if the Legislature has adjourned (excluding the day of receipt and Sundays);
- Veto the bill; or
- Not sign the bill within the period allowed (effectively allowing the bill to go into law without the Governor's signature).



# LEGISLATIVE PROCESS

If the Governor vetoes the bill when the Legislature is still in session:

- The bill is returned to the House of origin; and
- A two-thirds vote in both houses is needed to override.

If the Governor vetoes the bill when the Legislature is no longer in session:

- The bill returns the following session.

NOTE: The Legislature can choose whether or not to override or sustain the veto of vetoed bills.

# PROVIDING TESTIMONY TO THE LEGISLATURE: *Preparation*

- Understand the process.
  - Be flexible with the length of the presentation.
  - Be strategic with your goals.
  - Be aware of the rules, and what the Chair wants.
  - Check the schedule, and be at the right place at the right time.
- Watch a committee meeting ahead of time.
  - Check the media for breaking news.
  - Remember that legislative meetings may be conducted via videoconference in both Carson City and Las Vegas.
  - Sometimes public testimony is also allowed via call-in telephone participation.
  - PRACTICE.

# PROVIDING TESTIMONY TO THE LEGISLATURE: *The Presentation*

- Dress professionally.
- The first 30 seconds are very important.
- Know how to greet the Chair and audience (Chair \_\_\_\_).
- Summarize, be accurate but not too technical.
- Avoid jargon.
- Use handouts sparingly.
- Use PowerPoint presentations selectively.
- Remember: YOU are the expert.
- Be flexible – sometimes agenda items are taken out of order.
- Make eye contact.

## PROVIDING TESTIMONY TO THE LEGISLATURE: *The Presentation-Continued*

- Thank the Chair and Committee for the opportunity to speak.
- State your name and organization.
- Clearly state your position, and whether you support or oppose in the bill.
- Refer to the bill by its number and be sure you are using the most recent version.
- Summarize your recommendations first, then add further explanation.
- Conclude with a brief statement reiterating your position and offer to answer questions.

## PROVIDING TESTIMONY TO THE LEGISLATURE: *The Presentation-Continued*

- Bring enough copies of all written materials for members and staff, and ensure you provide them in advance for uploading to the Nevada Electronic Legislative Information System (NELIS) program.
- Consider providing a written copy of your testimony for the record (electronic preferred).

### Do Not:

- Repeat statements or testimony already given by others (you may state for the record that you agree with certain testimony, but do not repeat it).
- Talk longer than necessary to make your point.

# PROVIDING TESTIMONY TO THE LEGISLATURE: *Questions*

- Try to anticipate.
- “I don’t know” is often the correct answer.
- Think before answering.
- Go through the Chair when responding (the Chair may then permit you to respond directly to the committee member.)

IMPORTANT – Triple check your facts and figures and be prepared to explain the source of your data. Remember, what you say will become part of the public record.

# ADVOCATING YOUR ISSUES

- Choose a Legislator(s) who you think will support your position.
- Explain the positive aspects and benefits of your suggested legislation.
- Explain what the opposition might be.
- Prepare the Legislator.
- Be calm, controlled, and prepared.
- Think your position through and weigh all sides of the issue.
- Present your position in a non-threatening and professional manner.

# ADVOCATING YOUR ISSUES

Do Not:

- Lecture.
- Be disrespectful toward members of the public or staff.
- Make demands or threatening statements.
- Disrupt the meeting.
- Use civil disobedience.



# READING A BILL

## HEADING:

- Contains information on who requested the bill, which committee the bill was referred to, a summary and BDR number, Fiscal Note status, and certain other information as needed.

## THE LEGISLATIVE COUNSEL'S DIGEST:

- Summarizes how the bill changes current law (very helpful), but note the Digest is not part of the bill and does not become part of the law.

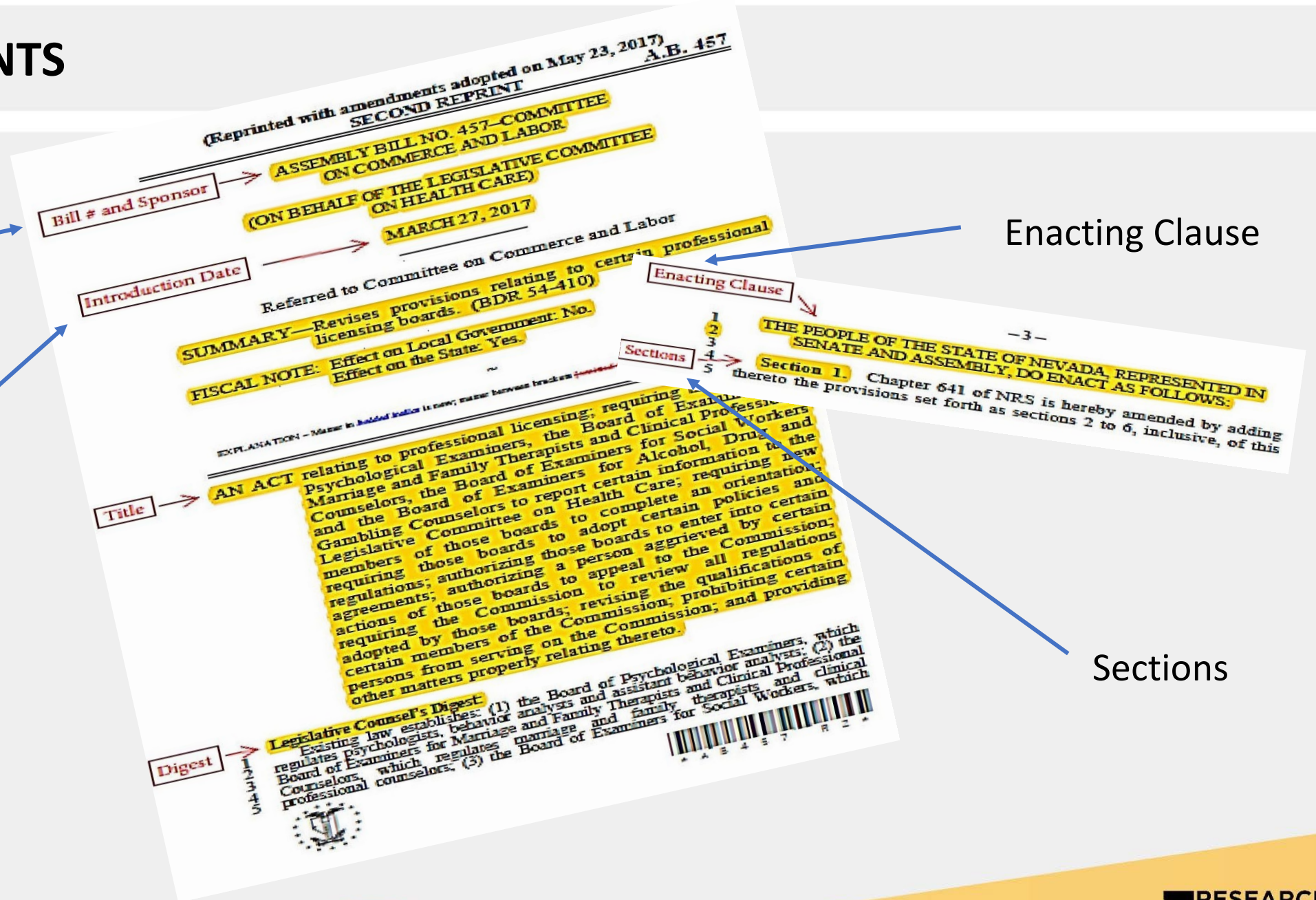
# BILL COMPONENTS

Bill No. and Sponsor

Introduction Date

Enacting Clause

Sections



# READING A BILL

- **Section headings (black)**

Identify new *Nevada Revised Statutes* (NRS) provision being added or existing NRS provision being amended

- ***Italicized and bolded language (blue)***

New wording to be added to NRS

- **~~Bracketed and crossed-out language (red)~~**

Proposed for deletion from NRS

(c) One or more public or private entities from this State, the District of Columbia or other states or territories of the United States for the collaborative purchasing of prescription drugs in accordance with subsection 3 of NRS 277.110.

3. A contract entered into pursuant to paragraph (a) or (b) of subsection 2 must:

(a) Include the provisions required by NRS 422.4056; ~~and~~

(b) Require the pharmacy benefit manager or health maintenance organization, as applicable, to disclose to the Department any information relating to the services covered by the contract, including, without limitation, information concerning dispensing fees, measures for the control of costs, rebates collected and paid and any fees and charges imposed by the pharmacy benefit manager or health maintenance organization pursuant to the contract ~~and~~; and

(c) *Require the pharmacy benefit manager or health maintenance organization to comply with the provisions of this chapter regarding the provision of prescription drugs under the State Plan for Medicaid and the Children's Health Insurance Program to the same extent as the Department.*

4. In addition to meeting the requirements of subsection 3, a contract entered into pursuant to:

# EFFECTIVE DATES

- Bills without a specific effective date become law on October 1 after the session.
- Bills effective on “passage and approval” become law when they are signed or allowed to become law by the Governor.
- Bills may be made effective on July 1 of a certain year (to coincide with the start of a fiscal year) or January 1—or any other date on the bill.

# BILL TRACKING

## Nevada Electronic Legislative Information System (NELIS)

Information always available: bills – reports – bill actions and status.

## Personalized Legislative Tracking (PLT)

- Subscription to BDRs, bills, and budgets (up to ten bills for free).
- Notifications of hearings and status (*not a free option*).
- Various subscription levels.

Email: [publications@lcb.state.nv.us](mailto:publications@lcb.state.nv.us)

Phone: (775) 684-6835



# BILL TRACKING

Sing In/Register

Click to Track

Nevada Legislature • NELIS

Select a session • 82nd (2023) Session Tuesday, March 5, 2024 - The 82nd Session adjourned Sine Die on June 6, 2023

Legislation Budgets Committees Meetings & Floor Sessions Session Info Tracking

<input type="checkbox"/> AB1	Authorizes certain counties to impose additional local sales and use tax under certain circumstances. (BDR 32-306)	<a href="#">Click to track</a> <a href="#">My Tags</a> <a href="#">My Notes</a>
<input type="checkbox"/> AB2	Revises provisions relating to public safety. (BDR 43-355)	<a href="#">Click to track</a> <a href="#">My Tags</a> <a href="#">My Notes</a>
<input type="checkbox"/> AB3	Revises provisions governing financial reports of the State Permanent School Fund. (BDR 34-304)	<a href="#">Click to track</a> <a href="#">My Tags</a> <a href="#">My Notes</a>

## Session Information

### Legislator Information

- Assembly | Senate

### Standing Rules

- Senate Standing Rules with Index
- Assembly Standing Rules with Index
- Joint Standing Rules with Index

### Budget and Fiscal Information

- Governor Lombardo's 2023-2025 Biennium Proposed Executive Budget
- 2023 Fiscal Report

### Journals and Histories

- Daily Journals

## Floor Sessions of the 82nd (2023) Session

Assembly Floor Sessions  
Senate Floor Sessions

## Deadlines for the 82nd (2023) Session

Thursday, February 09, 2023	Subcommittees Start Meeting Jointly
Monday, February 13, 2023	Legislators' BDR Requests
Monday, February 20, 2023	Joint Standing Rule No. 14 BDR Requests
Monday, February 27, 2023	Joint Standing Rule No. 14 BDR Details

Nevada Legislature • NELIS

Select a session • 82nd (2023) Session Tuesday, March 5, 2024 - The 82nd Session adjourned Sine Die on June 6, 2023

Legislation Budgets Committees Meetings & Floor Sessions Session Info Tracking 133

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Enter search text [Search](#) [Clear](#)

Subscription Type  View by Tag  ☐ View Only Dead Bills (No dead bills in this selection) ☐ Exclude Dead Bills

Click "Tracking" to view your list of tracked bills and updates

# WAYS TO STAY INFORMED AND INVOLVED

- Sign up for bill tracking;
- Search the BDR list (limited information until introduction);
- Listen to or watch current or past hearings online;
- Check website for updates: [www.leg.state.nv.us](http://www.leg.state.nv.us);
- Track legislative documents using NELIS;
- Get to know legislators and legislative staff;
- Attend interim meetings, committee hearings, or floor sessions during session;
- Register to follow interim committees;
- Provide public testimony at a hearing;
- Submit comments to the committee in writing; and
- Talk to the Legislators.



Nevada Legislature

The People's Branch of Government

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Nevada Silver Haired Legislative Forum

Nevada Youth Legislature

uLegislate: An Educational Simulation


Frequently Asked Questions

Welcome to the Nevada Legislature

The 35th (2023) Special Session of the Nevada Legislature adjourned *sine die* on June 14, 2023.

The 82nd (2023) Session of the Nevada Legislature adjourned *sine die* on June 6, 2023.

The Legislative Building is open during ongoing construction. Visit the [Buildings Information](#) page for the latest updates and information.



The Legislative Building

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- Proclamation Convening 35th (2023) Special Session
- NELIS

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RESEARCH  
DIVISION

LEGISLATIVE COUNSEL BUREAU



# REQUESTS FOR ACCOMMODATIONS

- The Nevada Legislature is committed to making its activities, programs, and services accessible to people of all ages and abilities.
- To ensure that everyone can fully participate in government and has equal access to information, the Legislature provides the following accommodations upon request: interpreters, communications access real time translation (CART), assistive listening devices, bill text or publications in large print, and meeting audio or video transcripts.
- Requests for these or other accommodations should be directed by email to **[accessibility@lcb.state.nv.us](mailto:accessibility@lcb.state.nv.us)** or by phone at **(775) 684-6903**.
- Requests should be made 72 hours in advance whenever possible. The Nevada Legislature may not be able to provide accommodations requested less than 72 hours prior to an event or meeting.

# CONTACT

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[research@lcb.state.nv.us](mailto:research@lcb.state.nv.us)



## Constituent Services Unit

(775) 684-6740

[csu@lcb.state.nv.us](mailto:csu@lcb.state.nv.us)

## Research Library

(775) 684-6827

[library@lcb.state.nv.us](mailto:library@lcb.state.nv.us)





*Connecting People to Policy*

*Please provide us feedback on today's webinar*

link: <https://forms.office.com/g/xRMixHrrwF>



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