

**BDR 18-1034**  
**SB 373**

STATE AGENCIES  
FISCAL NOTE

AGENCY'S ESTIMATES

Date Prepared: April 14, 2023

Agency Submitting: State Agencies

<b>Items of Revenue or Expense, or Both</b>	<b>Fiscal Year 2022-23</b>	<b>Fiscal Year 2023-24</b>	<b>Fiscal Year 2024-25</b>	<b>Effect on Future Biennia</b>
Total	0	0	0	0

Explanation

(Use Additional Sheets of Attachments, if required)

Name \_\_\_\_\_

Title \_\_\_\_\_

State Agency Responses  
**S.B. 373 / BDR 18 - 1034**

State Agency: <b>Cannabis Compliance Board</b> Approved by: Andrea Fountain, Budget Analyst 3 Comment: The Cannabis Compliance Board has reviewed SB373 (BDR 18-1034), as currently written and has determined that there is no fiscal impact.				
<b>Impact</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>	<b>Future Biennia</b>
No Impact	\$0	\$0	\$0	\$0

State Agency: <b>Colorado River Commission of Nevada</b> Approved by: Douglas Beatty, Administrative Services Officer Comment: The agency reviewed the bill language and determined that there is no fiscal impact.				
<b>Impact</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>	<b>Future Biennia</b>
No Impact	\$0	\$0	\$0	\$0

State Agency: <b>Commission on Judicial Discipline</b> Approved by: Paul C. Deyhle, Executive Director and General Counsel Comment: The agency has reviewed the bill and determined that there is no fiscal impact.				
<b>Impact</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>	<b>Future Biennia</b>
No Impact	\$0	\$0	\$0	\$0

State Agency: **Department of Administration**

Approved by: Matthew Tuma, Deputy Director

Comment: The agency has reviewed the BDR as written and determined there is a fiscal impact to the Department of Administration. Section 1 of the BDR requires each agency to (1) designate information and documents related to the services of the agency that are vital information and documents; and (2) ensure that all vital information and documents are translated and made available in 12 different languages. Additionally, submit an annual report to the Governor and Legislative Counsel Bureau with a list of the vital information and documents and an explanation of how the vital information and documents were made available.

To meet the requirements in Section 1 of the BDR, the Department of Administration would require the addition of a Public Information Officer II (PIO II) position to identify the vital information and documents for each agency (division) within the Department of Administration. Furthermore, this position would coordinate the translation of the required information and ensure the information was available to members of the public. The review of documents would be an ongoing task as new vital information and documents are produced by each agency on a regular basis.

Using a current statewide contract, document translation for the twelve most requested languages is \$0.22 per word. An estimate of 392 words per document would result in \$86.24 per document ( $392 \times \$0.22 = \$86.24$ ). An estimated initial 100 documents per Department of Administration agency would cost \$103,488 ( $\$86.24 \times 100 \times 12 = \$103,488$ ).

Additionally we estimate 40 documents per year per agency to be required for translation, resulting in an estimated annual cost of \$41,395.20 ( $\$86.24 \times 40 \times 12 = \$41,395.20$ ).

<b>Impact</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>	<b>Future Biennia</b>
Has Impact	\$0	\$83,489	\$104,543	\$209,086

State Agency: **Department of Agriculture**

Approved by: Marko Markovic, Administrative Services Officer III

Comment: Estimate based on 150 vital documents that will need to be translated to 12 languages.

150 vital documents X 2,500 words per document X \$0.25 per word X 12 languages = \$1,125,000.00

<b>Impact</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>	<b>Future Biennia</b>
Has Impact	\$0	\$1,125,000	\$0	\$0

State Agency: **Department of Business and Industry**

Approved by: Dale Hansen, ASO IV

Comment: BDR 18-034 (SB373) does have a fiscal impact on the Department. To translate the Department's vital information and vital documents into the twelve most common languages spoken by persons with limited English proficiency in this State would cost the Department \$56,774,756 for the 2023-2025 biennium. Logistically, the Department would have to translate half of the vital documents per fiscal year. The cost for future biennia is for on-going costs to update 10% of the Department's vital documents.

Impact	FY 2022-23	FY 2023-24	FY 2024-25	Future Biennia
Has Impact	\$0	\$28,387,379	\$28,387,378	\$5,677,476

State Agency: **Department of Corrections**

Approved by: Kristina Shea, Deputy Director

Comment: Fiscal impact cannot be determined at this time.

Impact	FY 2022-23	FY 2023-24	FY 2024-25	Future Biennia
Cannot Be Determined	\$0	\$0	\$0	\$0

State Agency: **Department of Education**

Approved by: Beau Bennett, State Education Funding Specialist

Comment: If enacted, the proposed legislation would require the head of each agency of the Executive Department to ensure all vital information and documents are translated and made available in the 12 most common languages spoken by persons with limited English proficiency. Additionally, each agency must submit a report to the Governor and the Director of the Legislative Counsel Bureau. The Department has determined there would be a fiscal impact of \$48,058 in fiscal year (FY) 24 and \$53,868 in FY25. This is based on the following assumptions:

0.5 FTE Management Analyst II to support the identification of vital documents to be translated into the 12 languages as identified by the Bureau of the Census of the United State Department of Commerce. Additionally, this position will support the compilation of the annual report which will include, without limitation: a list of the vital information and documents translated and an explanation of how the agency has made vital information and documents accessible to persons with limited English proficiency served by the agency.

These costs presume that the Department's enhancement E275 in budget account 2673 for \$500,000 in translation services is approved.

Impact	FY 2022-23	FY 2023-24	FY 2024-25	Future Biennia
Has Impact	\$0	\$48,058	\$53,868	\$115,816

State Agency: **Department of Employment, Training and Rehabilitation**

Approved by: Stewart Terry, Admin Services Officer II

Comment: DETR has reviewed BDR 18-1034 and believes there would be costs related to translations services to comply with the provisions of this bill. DETR has researched the approximate word count for all public documents that would be considered 'vital' under the provisions of this bill by program, which is detailed in Supporting Document 1. DETR has applied an estimated cost by word count based on history with prior translation services into a variety of languages.

<b>Impact</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>	<b>Future Biennia</b>
Has Impact	\$0	\$2,236,812	\$0	\$0

State Agency: **Department of Indigent Defense Services**

Approved by: Peter P Handy, Deputy Director

Comment: The agency has reviewed the bill and determined that there may be a financial impact. The Department does not have bi- or multi-lingual personnel on staff and would need at least one document that collects vital information translated by an external translation service. Any responses submitted to the Department in a language other than English would also require the use of a translation service. The Department has not received any vital information in a language other than English to date, so it is unknown how much is to be expected in the future. The Department is not aware of the cost of translation services and does not have a budget allocation for translation services.

<b>Impact</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>	<b>Future Biennia</b>
Cannot Be Determined	\$0	\$0	\$0	\$0

State Agency: **Department of Public Safety**

Approved by: Curtis Palmer, ASO IV

Comment: BDR 18-1034 requires the head of each agency of the Executive Department of the State Government to designate certain information and documents as vital information and documents; requiring the head of each such agency to ensure that such vital information and documents are translated and made available in certain languages. Section 1 of this bill requires the head of each such agency to designate the information and documents related to the services of the agency that are vital information and documents; and ensure that all vital information and documents are translated and made available in the twelve most common languages that are spoken by persons with limited English proficiency.

If enacted as written, the department has identified over 16,000+ pages of material deemed vital to be translated, and we are still in the process of counting. In addition to websites being properly translated. As of this writing, the department has not been able to secure viable quotes to determine the total fiscal note cost. Due to the size and breath of DPS there is not enough time to identify all vital documents and the cost to translate. Additionally, the agency would possibly require additional staff to manage the program, however it cannot be determined at this time.

<b>Impact</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>	<b>Future Biennia</b>
Cannot Be Determined	\$0	\$0	\$0	\$0

State Agency: **Department of Sentencing Policy**

Approved by: Victoria Gonzalez, Executive Director

Comment: The agency has reviewed the bill and determined that there is no fiscal impact. The agency does not currently have any vital documents or information.

<b>Impact</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>	<b>Future Biennia</b>
No Impact	\$0	\$0	\$0	\$0

State Agency: **Department of Taxation**

Approved by: Adriane Roberts-Larson, Deputy Executive Director - Administrative Services

Comment: Section 1, subsection 1, requires the Department to translate and make available all vital information and documents in the twelve most common languages that are spoken by persons with limited English proficiency in this state, as determined by the last decennial census. In the 81st Legislative Session (2021), SB318 was enacted requiring the Department to develop a Language Access Plan. The Department identifies "vital" information based on taxpayer reporting and payment responsibilities necessary for compliance with Nevada's tax laws. This includes the forms, letters, notices, time sensitive communications, and other information taxpayers need to avoid delinquency. The Department receives feedback via taxpayer inquiries, audits, and surveys which indicate taxpayers' ability to access necessary resources. The Department identified approximately 3,669 forms to be translated into Spanish. The expense for document translation through a Language Services Contractor is based on the number of words per document. The cost to translate the Nevada Business Registration (NBR) form into Spanish is \$418.50 (\$0.15 x 2,790 words). The cost to translate the NBR into 12 languages would be \$5,022 (\$418.50 x 12). Assuming the average cost per document is \$418.50, the cost to translate the remaining 3,668 forms would be \$18,420,696 ( $418.50 \times 3,668 = 1,535,058 \times 12 = 18,420,696$ ). As the list of vital documents grows, and current documents require revision, the cost will also grow accordingly and have an effect on future biennia.

The request is for one Program Officer II position in Carson City and associated operating costs, beginning in October 2023. This request includes funding for translation services through good-of-the-state vendors in the amount of \$16,579,026 in FY24 and \$1,657,863 in FY25. Recurring expenses for each biennium include: Personnel of \$176,304; Operating of \$1,660,365 and Information Services of \$3,830, including required EITS Assessment costs.

Impact	FY 2022-23	FY 2023-24	FY 2024-25	Future Biennia
Has Impact	\$0	\$16,653,689	\$1,750,432	\$1,840,499

State Agency: **Department of Tourism and Cultural Affairs**

Approved by: Brenda Scolari, Director

Comment: The agency has reviewed the bill and the cost of a full language access plan. Based on the state selected vendors, the cost would approximately \$0.27 per word for 12 languages. This cost for the department would be approximately \$228,964.32:

Division of Museums & History - 49,617 word count, 262 pages, \$160,759.08

Division of Tourism - 9,659 word count, 17 pages, \$31,295.16

Nevada Arts Council - 1,047 word count, 4 pages, \$3,392.28

Nevada Indian Commission - 10,345 word count, 23 pages, \$33,517.80

Impact	FY 2022-23	FY 2023-24	FY 2024-25	Future Biennia
Has Impact	\$0	\$228,964	\$0	\$0

State Agency: **Department of Transportation**

Approved by: Debbie Binggeli, Customer Service Manager and Legislative Coordinator

Comment: Costs cannot be determined at this time as the documents NDOT generally categorizes as “vital” are provided during the public involvement process of major infrastructure projects and studies, which varies greatly from year to year. Most of the related documents are already translated into 3-4 languages for the targeted populations; however, additional costs would be incurred to translate into 12 languages. NDOT would need to evaluate these added costs on a project-by-project basis. Additionally, other documents such as permits, map purchases, accounting documents, DBE materials, and bidding/procurement documents may fit the classification of vital documents. Likewise, NDOT would need to perform a thorough review of these documents to determine the costs associated with translating to 12 languages.

<b>Impact</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>	<b>Future Biennia</b>
Cannot Be Determined	\$0	\$0	\$0	\$0

State Agency: **Department of Veterans Services**

Approved by: David Johnson, Deputy XO

Comment: For the following reasons, NDVS is not able to fully evaluate the fiscal note on BDR 18-1035 (SB373) at this time:

Our IT Department has determined that the NDVS website would need to be modified to give it the ability to translate to multiple languages. We would potentially need to go out to the RFP process with the purchasing department to find vendors capable of designing a website platform that could perform these provisions.

The NDVS outreach brochures that inform Nevada veterans, servicemembers and their families understand and can connect to benefits and services they have earned, would need to be evaluated for need to be translated to multiple languages in order to comply with this BDR. The department relies on printed materials to reach a large veteran population and this cost could be substantial.

Research would need to be done on the ability for the State Veterans Service Officers to interface with the Federal VA under these added provisions. This could create the need for real time on-call translation services, both on-line and in-person to assist in filing for veterans benefits with the VA.

<b>Impact</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>	<b>Future Biennia</b>
Cannot Be Determined	\$0	\$0	\$0	\$0



State Agency: **Department of Wildlife**

Approved by: Jordan Goshert, Deputy Director, Administrative Services

Comment: The Department has reviewed BDR 18-1034 (Redo 0) SB373 and has determined that there would be a fiscal impact to the Department. The Department's current Language Access Plan contains estimated costs to translate our materials into common languages. This fiscal note was derived using those estimates to translate many of our materials and website into the 12 most common languages in Nevada. There would be an additional cost for staff time to manage this program as well, but that amount cannot be determined at this time as we are unaware of the amount of time this will take.

<b>Impact</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>	<b>Future Biennia</b>
Has Impact	\$0	\$6,894,000	\$1,849,000	\$3,698,000

State Agency: **Division of Minerals**

Approved by: Mike Visher, Administrator

Comment: There is no fiscal impact to the agency.

<b>Impact</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>	<b>Future Biennia</b>
No Impact	\$0	\$0	\$0	\$0

State Agency: **Governor's Office of Economic Development**

Approved by: Michele Lynn, GOED Director of Administration

Comment: Agency has reviewed the bill and determined that SB 373 (BCD 18-1034) as currently drafted will have fiscal impact to the Governor's Office of Economic Development (GOED), relating to contract services as required to ensure that all vital information and documents are translated and made available in the twelve most common languages that are spoken by persons with limited English proficiency in this State.

GOED has identified their most vital documents requiring translation. Costs to translate the identified documents in the 12 most common languages are \$340,386 in Fiscal Year 2024. Agency has also identified the annual report would have fiscal impact in Fiscal Year 2024 and future biennia. Agency has determined future costs for translation of new or updated documents cannot be determined at this time, however, expenditures would be anticipated excluding the GOED Annual Report.

<b>Impact</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>	<b>Future Biennia</b>
Has Impact	\$0	\$340,386	\$163,113	\$326,226

State Agency: **Nevada Commission on Ethics**

Approved by: Ross Armstrong, Executive Director

Comment: The Commission has approximately 9 pages that likely fall into the definition of "vital documents" including the Ethics Complaint Form, the Advisory Opinion Request Form, the Acknowledgment Form, and Public Records Request Form. A cursory search of document translation searches indicates \$25 per page.

\$25 per page x 9 pages = \$225

\$225 x 12 languages = \$2,700

Future biennia expenses would be depending on shifting languages to translate every 10 years and so the costs in future biennia are unable to be determined.

Impact	FY 2022-23	FY 2023-24	FY 2024-25	Future Biennia
Has Impact	\$0	\$2,700	\$0	\$0

State Agency: **Nevada Gaming Control Board**

Approved by: Nathan Riggle, Deputy Chief

Comment: The provisions of Senate Bill No. 373 (SB373) would require the Nevada Gaming Control Board (Board) to ensure that all vital information and documents are translated and made available in the twelve most common languages. Being unaware of the total cost to translate all vital information and documents to twelve languages at each location in the state, the Board cannot determine the fiscal impact.

Impact	FY 2022-23	FY 2023-24	FY 2024-25	Future Biennia
Cannot Be Determined	\$0	\$0	\$0	\$0

State Agency: **Office of the Attorney General**

Approved by: Jessica Hoban, Chief Financial Officer

Comment: The agency has reviewed the Bill and determined a fiscal impact based on current printed documents and downloadable forms most commonly used. This fiscal note represents estimated costs for document translation, based on current content and published rate of translation per State Purchasing contracts for translation services.

This fiscal note does not include any estimates for in-person or web content translation which may have additional costs to meet requirements, if this Bill is approved.

Impact	FY 2022-23	FY 2023-24	FY 2024-25	Future Biennia
Has Impact	\$0	\$3,718	\$3,718	\$7,436

State Agency: **Office of the Governor**

Approved by: Brenda Berry, ASO IV, Governor's Finance Office

Comment: The agency has reviewed the BDR as written and determined there is a fiscal impact to the Governor's Office. Using a current statewide contract, document translation for the twelve most requested languages is \$0.22 per word. An estimate of 392 words per document would result in \$86.24 per document ( $392 \times \$0.22 = \$86.24$ ). An estimated initial 100 documents per agency would cost \$86,240 ( $\$86.24 \times 100 \times 10 = \$86,240$ ). Additionally we estimate 40 documents per agency per year to be required for translation, resulting in an estimated annual cost of \$34,496 ( $\$86.24 \times 40 \times 10 = \$34,496$ ).

Impact	FY 2022-23	FY 2023-24	FY 2024-25	Future Biennia
Has Impact	\$0	\$86,240	\$34,496	\$68,992

State Agency: **Office of the Lieutenant Governor**

Approved by: Michael Dayton, Senior Advisor

Comment: The agency has reviewed the BDR as written and determined there is no fiscal impact.

Impact	FY 2022-23	FY 2023-24	FY 2024-25	Future Biennia
No Impact	\$0	\$0	\$0	\$0

State Agency: **Office of the Military**

Approved by: Chris Snidow, Management Analyst II

Comment: The agency has reviewed the bill and has determined that there a fiscal impact to ensure all necessary documents be available in 12 common languages. Attached is the price break out for the cost.

Impact	FY 2022-23	FY 2023-24	FY 2024-25	Future Biennia
Has Impact	\$0	\$218,840	\$218,840	\$0

State Agency: **Office of the Secretary of State**

Approved by: Debbie Bowman, Deputy Secretary of State for Operations

Comment: After a review of this BDR the Office of the Secretary of State has determined the following fiscal impact based on its proposed provisions. Sections 1 and 2 requires the translation of numerous documents and websites across the agency. These documents and websites would need to be translated into numerous languages with the potential for further expansion. The solution identified would cost approximately \$5,095 annually and would enable to translation of both the written text as well as providing the auditory translation for many of the languages as well.

Impact	FY 2022-23	FY 2023-24	FY 2024-25	Future Biennia
Has Impact	\$0	\$5,095	\$5,095	\$10,190

State Agency: **Office of the State Controller**

Approved by: James Smack, Chief Deputy Controller

Comment: If EITS is taking care of these translations for all of our documents residing on the website that is managed by them on behalf of the Controller's Office, then I don't foresee an expense save whatever EITS may charge our agency for the service. If it is up to our office to translate a 200 plus word ACFR into 12 different languages, that will be a significant expense to our agency.

<b>Impact</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>	<b>Future Biennia</b>
Cannot Be Determined	\$0	\$0	\$0	\$0

State Agency: **Office of the State Treasurer**

Approved by: Kirsten Van Ry, Chief of Staff

Comment: The State Treasurer's Office has reviewed SB 373 ("the Bill") and determined that it would require the Office to assemble and translate vital information and documents related to the services offered by the Office in twelve of the most common languages spoken in Nevada. In its review of the Bill, the Office was unable to locate a verified list of the twelve most common languages spoken in the State as determined by the most recent national decennial census. The Office offers a number of investment products through its College Savings Programs; accordingly, a heightened standard of translation and legal review would be necessary to ensure the accuracy of the information being offered to prospective participants. Given the inability to locate a list of the languages and the heightened requirements for investment products, the Office is unable to determine a fiscal impact for the Bill.

<b>Impact</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>	<b>Future Biennia</b>
Cannot Be Determined	\$0	\$0	\$0	\$0

State Agency: **Peace Officers' Standards and Training Commission**

Approved by: Christopher L. Carter, Deputy Director

Comment: Costs or estimated costs cannot be determined at this time due to the broad language and requirements of the Bill and the lack of specificity of a definition of vital documents and information as well as not defining the 12 languages required to be translated.

<b>Impact</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>	<b>Future Biennia</b>
Cannot Be Determined	\$0	\$0	\$0	\$0

State Agency: **Public Employees' Benefits Program**

Approved by: Laura Rich, Executive Officer

Comment: The estimated annual cost to the Public Employees' Benefits Program (PEBP) to provide translated documents in the top 12 languages spoken in NV (Spanish, Chinese-Mandarin, Chinese-Cantonese, Russian, Swahili, Somali, Korean, French, German, Italian, Tagalog and Japanese) is \$742,171.82 per fiscal year equaling \$1,484,343.63 per biennium. This is based on using contract "99SWCNV22-11678, Focus Language International" which provides the costs to translate as per word per language. Documents that are posted to the PEBP website and deemed vital by PEBP staff were counted using MS Word's word-count function to determine the number of words contained in each document. The cumulative cost for documents was calculated in Excel. PEBP plans change annually, so the translations would need to be updated each plan year (fiscal).

<b>Impact</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>	<b>Future Biennia</b>
Has Impact	\$0	\$742,172	\$742,172	\$1,484,344

State Agency: **Public Employees' Retirement System**

Approved by: Tina Leiss, Executive Officer

Comment:

<b>Impact</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>	<b>Future Biennia</b>
No Impact	\$0	\$0	\$0	\$0

State Agency: **Public Utilities Commission of Nevada**

Approved by: Breanne Potter, Commission Secretary

Comment: The Public Utilities Commission of Nevada has reviewed the bill and determined that there is no fiscal impact.

<b>Impact</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>	<b>Future Biennia</b>
No Impact	\$0	\$0	\$0	\$0

State Agency: **Silver State Health Insurance Exchange**

Approved by: Jonathan Lopez, Chief Financial Officer

Comment: The agency has reviewed the bill and determined that there is no fiscal impact.

<b>Impact</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>	<b>Future Biennia</b>
No Impact	\$0	\$0	\$0	\$0

State Agency: **State Department of Conservation and Natural Resources**

Approved by: Kelly Williams, Administrative Services Officer IV

Comment: The Nevada Department of Conservation and Natural Resources (NDCNR) has reviewed BDR 18-1034 (SB373) and determined that additional staff would be necessary to ensure that all vital information and documents are translated and made available in the twelve most common languages that are spoken by persons with limited English proficiency as required by this bill. With this increase in workload, the department anticipates the need for five additional Management Analyst III positions including one in the Director’s Office to assist the smaller agencies within the department, as well as one in each of the four larger divisions: the Nevada Division of Forestry, the Nevada Division of Water Resources, the Nevada Division of State Parks, and the Nevada Division of Environmental Protection. These four larger divisions have many public documents that would need to be reviewed and translated into the 12 languages with an ongoing need for updates as documents change. The department requests just one position to assist all smaller NDCNR agencies with the additional workload since the smaller agencies have fewer public documents and have a lower level of interaction with the public. These new positions would also be responsible for all other requirements of the bill including the biennial revision of the language access plans along with the required reporting to the Governor and the Director of the Legislative Counsel Bureau for transmittal to the Legislature or, if the Legislature is not in session, to the Legislative Commission. This fiscal note includes costs for five new positions and associated operating, travel, information services, equipment, and additional lease space to house new staff due to space constraints within the current NDCNR building that houses the majority of NDCNR staff.

<b>Impact</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>	<b>Future Biennia</b>
Has Impact	\$0	\$563,264	\$677,634	\$1,355,268

State Agency: **State Public Charter School Authority**

Approved by: Jennifer Bauer, Director of Finance & Operations

Comment: The agency has reviewed this bill and determined the following: A) Fiscal impact to the agency - none; B) Fiscal impact to the sponsored charter schools – none.

<b>Impact</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>	<b>Future Biennia</b>
No Impact	\$0	\$0	\$0	\$0

State Agency: **Department of Health and Human Services, Director's Office**

Approved by: Brooke Barlow, ASO3

Comment: BDR 18-1034 (SB373) requires the head of each agency to: 1) designate information and documents related to the agency's services that are considered vital, i.e., those that are necessary to a person's understanding in order to access services; and 2) ensure that all vital information and documents are translated and made available in the twelve most common languages spoken within the State by persons with limited English proficiency. The Director's Office anticipates that the Grants Management Unit in BA 3195, which provides grant-funded services to the public, would incur contractual costs for language translation services to meet the intent of the proposed bill. Cost estimates are based on the lowest state fiscal year 2022 language translation costs incurred by all divisions under DHHS.

<b>Impact</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>	<b>Future Biennia</b>
Has Impact	\$0	\$3,000	\$3,000	\$6,000

State Agency: **Department of Health and Human Services, Health Care Financing and Policy**

Approved by: Stacie Weeks, Administrator

Comment: The Division has reviewed this BDR and determined it would have a fiscal impact. Currently, many forms and resources that the Division shares publicly are available in both English and Spanish; however, these documents would also need to be translated into other languages. Some documents may not need annual translation (if posted forms are not changing frequently); however, other documents such as press releases or public hearing documents would result in ongoing translation costs. Annual costs for year two and on are lower than initial costs projected. The Division calculated costs using the average number of words per document and the cost of translation per word.

<b>Impact</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>	<b>Future Biennia</b>
Has Impact	\$0	\$1,973,175	\$1,394,800	\$2,789,600

State Agency: **Department of Health and Human Services, Welfare and Supportive Services**

Approved by: Crystal Buscay, ASO 4

Comment: The agency has reviewed the bill and determined that there is a fiscal impact. Section 1 of the bill would cost approximately \$22,712,581 for the biennium for system enhancements and the agency would need to hire 30 more full time positions. System maintenance and ongoing personnel costs would be approximately \$4,632,988 for future biennium.

<b>Impact</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>	<b>Future Biennia</b>
Has Impact	\$0	\$11,112,987	\$11,599,594	\$4,632,988

State Agency: **Department of Health and Human Services, Child and Family Services**

Approved by: Heather Bugg, Administrative Services Officer IV

Comment: The agency has reviewed the bill and has determined that there is an impact. Section 1 (b) requires that all vital documents are translated and made available in the twelve most common languages. The agency has prepared an analysis and determined that the Division has 94 documents of varying length that are considered vital and would need to translate these documents into the most common languages. The on-going cost to maintain translated documents cannot be determined.

<b>Impact</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>	<b>Future Biennia</b>
Has Impact	\$0	\$4,220,110	\$0	\$0

State Agency: **Office of the Governor, Office of Finance**

Approved by: Brenda Berry, ASO IV, Governor's Finance Office

Comment: The agency has reviewed the BDR as written and determined there is a fiscal impact to the Governor's Office of Finance. Using a current statewide contract, document translation for the twelve most requested languages is \$0.22 per word. An estimate of 392 words per document would result in \$86.24 per document ( $392 \times \$0.22 = \$86.24$ ). The Governor's Recommended Budget for the 2023-2025 Biennium is 3,139 pages and would result in an estimated cost of \$270,707.36 in each odd year of the biennium ( $392 \times \$0.22 = \$86.24 \times 3139 = \$270,707.36$ ).

<b>Impact</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>	<b>Future Biennia</b>
Has Impact	\$0	\$0	\$270,707	\$541,415