

State of Nebraska

Budget

Instructions

2009 – 2011 Biennium



Administrative Services State Budget Division

NEBRASKA BUDGET REQUEST AND REPORTING SYSTEM

Instructions Included for:

- Operating Budget Requests
- Capital Construction / Building Renewal Requests
- Budget Modifications
- NITC Information Technology Project Proposals
- Projected Rates

June 2008

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GENERAL INSTRUCTIONS

Section 81-1113, Nebraska R.R.S. directs the State Budget Division to prescribe the forms and procedures that all agencies must use in compiling their budget requests and establish the deadline for submitting budget requests. **Budget requests for the 2009-2011 biennium are due by 5:00 p.m., Monday, September 15, 2008.**

The budget request process is used by the State of Nebraska to assist in the development of the most significant State public policy statement and plan for the use of public human and financial resources-its budget. The State budget embodies the policy and financial priorities for State government. Consequently, it is imperative that the budget system software utilized for the development of agency budget requests provides decision-makers with information that allows them to make informed, insightful decisions regarding the allocation of public resources. Such a system must increase and improve access to, use, and presentation of budget request information by elected and appointed leaders to facilitate the best possible decision-making. The system must also make budget request information readily accessible to citizens when and where they want it. In summary, it creates opportunity for greater participation in the public budget process and understanding about State government by all persons.

With all of this in mind and with the support of the Governor and Legislature, the new Nebraska Budget Request and Reporting System was formally released in April 2008. The Nebraska Budget Request and Reporting System represents cutting edge use of technology for a State budget request system. This web-based system was built "in-house" by the Office of the Chief Information Officer and the Administrative Services State Budget Division, with support from many State agency staff who consulted, tested, and recommended improvements for the system.

The system is accessible, anywhere and anytime, allowing for maximum ease of access and the most efficient use of human and physical resources to accomplish budget request submission. It also makes a phenomenal advance in the transparency of agency budget requests by moving them from the file cabinet to the World Wide Web.

These instructions contain the following sections:

- General Instructions - Summary information including requirements for submission
- Section I - Technical instructions for preparation of the operations and aid budget request
- Section II - Capital Construction and Building Renewal Guidelines and technical instructions
- Section III - General information and technical instructions related to the Budget Modification process
- Section IV - Technical instructions related to the Information Technology screens developed in cooperation with staff of the Nebraska Information Technology Commission
- Appendices - Includes projected rates, along with information on persons who may be contacted for help.

Budget Request Process

The Nebraska Budget Request and Reporting System includes the following components:

Narratives – Agency, Division (if applicable, and Program

Base (i.e. FY 2008-09) – Base Appropriation and Permanent Salaries Base

Issues – Issue Details and Issues Summary

Budget Modifications – Modification Details and Modification Summary

Funds – Funds Analysis

Capital Construction/Building Renewal – Reaffirmations, Building Renewal Requests, Capital Construction Project Requests, and Request Summary

Information Technology – Agency IT Setup, IT Project Proposals, IT Agency Summary

Operations and aid request data will be entered at the subprogram level within each Issue. Historical data will be pre-loaded into the system for each agency. You may view your request at the program, division and/or agency level via reports that will be available in the system, but editing has to be done at the subprogram level.

Issues

The Nebraska Budget Request and Reporting System puts the emphasis on explanation and justification, not accounting codes or job codes. Using the “Issue Details” screen, an agency can identify the specific agency goals, objectives, outcomes, cost-drivers, activities or initiatives for which the agency is requesting a change in appropriated resources. The issue is self-defined by the agency on one screen with all of the justification necessary to support its request encapsulated within the identified issue rather than buried within three different screens as has been the case with the previous system. This information becomes a “decision point” for the Governor and Legislature. The Issues submitted for consideration can also be much more easily understood by the public than has historically been the case with information presented in the previous budget request system.

Issues are categorized into Issue Types, including:

- Agency Issues (specific to the agency)
- IT Issues (an issue created to accompany an IT Project Proposal to be submitted to the NITC)
- Multi-Agency Issues (an issue in which two or more agencies collaborate), and
- Enterprise Issues (an issue common to most, if not all, agencies such as the cost of providing Employee Health Insurance).

Multi-Agency and Enterprise Issues are created by the State Budget Division and assigned to agencies. In the case of Multi-Agency Issues they will be created and assigned at the request of an agency or agencies.

The following page includes a listing of the Enterprise Issues that have been established for the 2009-2011 biennial budget. Additional Enterprise Issues may be added at the discretion of the State Budget Division. Please note that Enterprise Issues may not be used as Budget Modifications.

These Enterprise Issues must be used to show the change in funding necessary for annualizing the cost of the NAPE/AFSCME anniversary date increase, an assumed increase in annual salary for all employees for FY 2010 and FY 2011, and an assumed increase in the agency cost of providing employee health insurance.

Issue Name	Purpose
NAPE/AFSCME Salary Annualization	Used to show the cost of annualizing the NAPE/AFSCME anniversary date increase for affected employees. <ul style="list-style-type: none"> ➤ Use Job Code ZZNAPE. Combine salary increase amounts for all NAPE/AFSCME-covered employees in this one Job Code. ➤ No increase in FTE should be included. ➤ An agency may choose to enter the request amounts in one subprogram for each program as an alternative to entering amounts for every subprogram.
Employee Salary Increase 09-11	Used to show an assumed increase in annual salary for all employees. <ul style="list-style-type: none"> ➤ The assumed increase should equal 2.5% annually of the June 30, 2009 Estimated Salary. ➤ Use Job Code ZZNEWSAL. Combine salary increase amounts for all employees in this one Job Code. ➤ No increase in FTE should be included. ➤ Only costs related to the assumed increase for existing staff should be included. The assumed increase should also be included on any other Issue created by an agency that involves additional staff. ➤ An agency may choose to enter the request amounts in one subprogram for each program as an alternative to entering amounts for every subprogram.
Employee Health Insurance 09-11	Used to show an assumed increase in employer costs related to providing Employee Health Insurance. <ul style="list-style-type: none"> ➤ The assumed increase should equal 10.0% annually of the FY2009 base allocated to object code 515500. ➤ Use Object Code 515500 for the assumed increase. ➤ Only costs related to the assumed increase for existing staff should be included. The assumed increase should also be included on any other Issue created by an agency that involves additional staff. ➤ An agency may choose one subprogram for each program as an alternative to entering data for every subprogram.

These Enterprise Issues should be used if your agency is requesting a change in funding related to the DAS Accounting/NIS Assessments, the DAS Workers Compensation Assessment, the DAS Transportation Services Bureau Rates, or the DAS Vehicle Liability Assessment.

DAS Accounting/NIS Assessments	Used to show the requested change in funding related to the DAS Accounting/NIS Assessments provided in the Rates section of the budget instructions, including funding reductions related to the elimination of the NIS debt financing assessment. <ul style="list-style-type: none"> ➤ Use Object Code 541100.
DAS Workers Comp. Assessment	Used to show the requested change in funding related to the DAS Workers Compensation Assessment provided in the Rates section of the budget instructions. <ul style="list-style-type: none"> ➤ Use Object Code 516500.
DAS TSB Rates	Used to show the requested change in funding related to the DAS Transportation Services Bureau's rates for state owned transportation. <ul style="list-style-type: none"> ➤ Use Object Code 573100.
DAS Vehicle Liability Assessment	Used to show the requested change in funding related to the DAS Motor Vehicle Liability Assessment provided in the Rates section of the budget instructions. <ul style="list-style-type: none"> ➤ Use Object Code 556100.

Amended Budget Requests

Revising a budget request after submission requires formal request by the agency. The System Administrator in the State Budget Division will need to “unlock” the final version of the budget request to allow for revisions to be made by an agency. Once the revisions have been made in the new budget request system, the State Budget Administrator must be formally advised (email to Gerry.Oligmueller@nebraska.gov explaining the revisions). The System Administrator will relock and “post” the final version to the web following the completion of the needed revisions.

Supplemental Budget Requests for FY 2008-09

Deficit budget requests for FY 2008-09 should be submitted electronically. The deficit request forms and instructions will be posted on the State Budget Division website at http://www.budget.ne.gov/das_budget/bud/bprocess.htm. The information on the forms should include the following details:

1. Complete explanation and justification for the request.
2. Program number and fund type.
3. Appropriation bill and section to be amended.
4. Amount of change in the appropriation.

Additional information relative to deficit requests, intended to complement the required electronic forms, may be submitted by email to the State Budget Administrator. **The deadline for submission of supplemental deficit requests for FY 2008-09 will be Tuesday, November 4th, 2008.** If the supplemental request results in higher costs for subsequent years, those amounts should also be identified. The 2009-2011 Budget Request should not assume any change in the current FY 2008-09 appropriation related to FY 2008-09 supplemental requests.

Definition of Fund Types

To promote consistency in the use of certain fund types, agencies should note and observe the following definitions:

- a. Cash (20000) funds - account for revenues from sources (other than federal agencies) outside of state government and the expenditures of such revenues.
- b. Federal (40000) funds - account for all federal grants and contracts received by the state.
- c. Revolving (50000) funds - account for the operation of state agencies which provide goods and services to other departments or agencies within state government.
- d. Trust (60000) funds - account for assets held by the state in a trustee capacity. Expenditures are made in accordance with the terms of the trust. Do not use trust funds for earmarked cigarette tax revenue, other earmarked state revenue, or for federal grants, federal contracts, or grants and contracts from political subdivisions. Since Trust funds are not appropriated, their use in the budget system should be limited. Use of Trust Funds in an agency request must be approved by the State Budget Division.

You may contact the State Budget Division budget analyst assigned to your agency or the State Accounting Division, if you have any questions or problems regarding these definitions.

SECTION I

Operating Budget Request

Part A — Narratives

Agency Narrative Instructions

Purpose

- To document agency authority to carry out programs, clarify agency purpose, identify significant issues, articulate management strategies, and identify priorities.

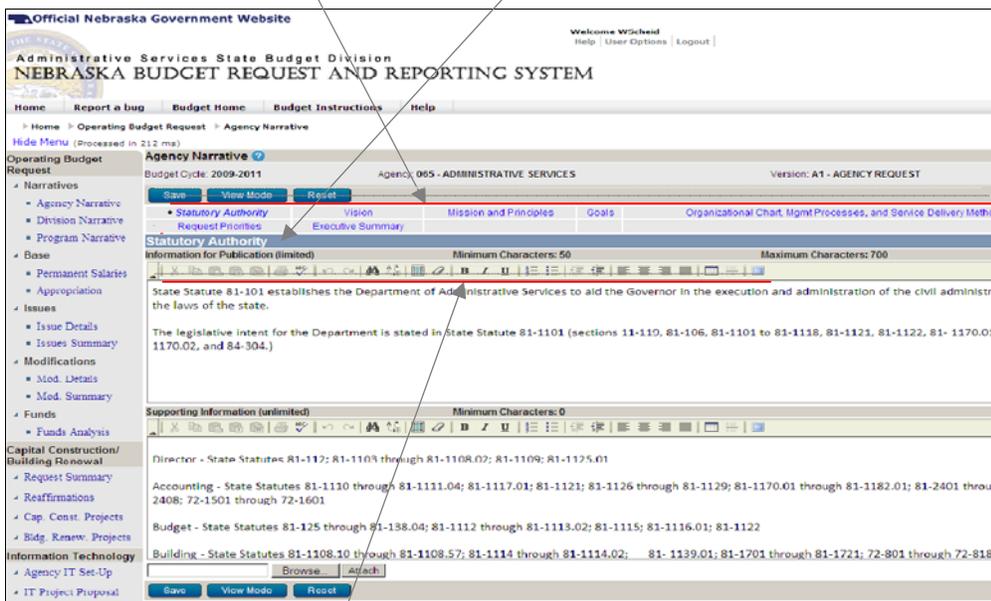
Getting Started

In the left-margin menu, click “**Agency Narrative**”. The **Agency Narrative** screen will be loaded.

- **Budget Cycle** defaults to the current cycle.
- Select **Agency** and **Version** from the options that have been assigned to you (see Time-Saver Tip on the right margin).

1. Select a **narrative tab** and click **Edit** to begin entering information. The Agency Narrative screen contains seven tabs. See the Narrative Content section below for content instructions on each tab.

- The narrative tab currently selected appears in the **information bar**.
- Narrative tabs with two edit windows are limited to a minimum and maximum number of characters which is pre-defined based on the screen. Text in the limited edit windows should be viewed as a summary of what is presented in the second, unlimited text window. The limited window is intended to be included in various standardized reports that will be generated from the system, such as the Governor’s budget recommendations.
- The **Statutory Authority, Vision, Mission and Principles, and Goals** tabs contain two edit windows. The **Organizational Chart, Mgmt Processes, and Service Delivery Methods, Request Priorities, and Executive Summary** tabs offer a single unlimited text window.



- Use the edit window **button bar** for standard word processing features. If any of the buttons look unfamiliar, point your mouse over the icon for a description of that feature. The **Maximize the Editor Size** button simply toggles you back and forth from full-screen editor mode to the normal screen.
- **Copy & Paste** text into the edit windows using either the Ctrl-C and Ctrl-V functions (i.e., pressing the Control key & the V key at the same time) or the buttons on the left side of the edit window’s button bar. To provide consistent formatting, a standard font style and size will be applied upon clicking **Save**.
- **Attach supporting files** (e.g., organizational chart graphics, picture/sound files, etc.) by clicking the **Browse...** button to locate the desired file and then clicking the **Attach** button. Attachments should not be referenced in the limited, Information for Publication edit window as the attachments will not be included with all reports.

Start-Up TIP

If any of the drop-down menus fails to show expected choices, you may need to have your **Security** settings adjusted.

Contact your agency administrator or the State Budget Division for assistance.

Time-Saver TIP

Set default options to avoid repetitive selections of **Agency** and **Version**.

Go to **User Options** in the upper right corner of any screen. Once your selections are made, press **Save**.

Formatting TIP

Avoid the use of **hard returns** when entering narrative text. Using hard returns prevents normal text “wrap” and hinders publication.

CAUTION: You must click **Save** whenever exiting a screen or risk losing unsaved data. Save frequently to avoid data loss.

Agency Narrative Content

The biennial State budget process is intended to support the development of budget requests within a strategic results-oriented process. The agency's narrative should document its authority to carry out programs, clarify the agency's purpose, identify significant issues, articulate management strategies, and identify its priorities.

- **Statutory Authority** – Provide statutory references that are relevant to your agency.
- **Vision** - A statement of the compelling image of a desired future by the agency.
- **Mission and Principles** - A broad and comprehensive statement of the agency's purpose and its core values.
- **Goals** – Describe the desired results to be accomplished by the agency over the next two bienniums through the efforts and with the resources of all agency programs and services.
- **Organizational Chart, Management Processes, and Service Delivery Methods** - Provide information on your organizational structure. You may attach a detailed organizational chart using the [Attach](#) button. Summarize the agency's management processes and identify its specific service delivery methods.
- **Request Priorities** – Identify the agency's priorities specifically.
- **Executive Summary** – This narrative should include a comprehensive review of the budget request. It should highlight any proposed redirection or request for additional public resources, designate budget request priorities, and identify significant matters affecting the agency's budget request. Agencies are encouraged to cross-reference the highlighted items to specific Issues, expenditure objects, etc. Fully describe adjustments in federal funding represented in the biennial budget request and the impact on state funding. Include references to the Catalog of Federal Domestic Assistance numbers (CFDA), to provide a consistent reference point for obtaining additional information.

Division Narrative Instructions

Purpose

- To document division-level objectives and articulate the division's request priorities.

Getting Started

In the left-margin menu, click **"Division Narrative"**. The **Division Narrative** screen will be loaded.

- **Budget Cycle** defaults to the current cycle.
- Select **Agency**, **Division**, and **Version** from the options that have been assigned to you (see Time-Saver Tip on the right margin).

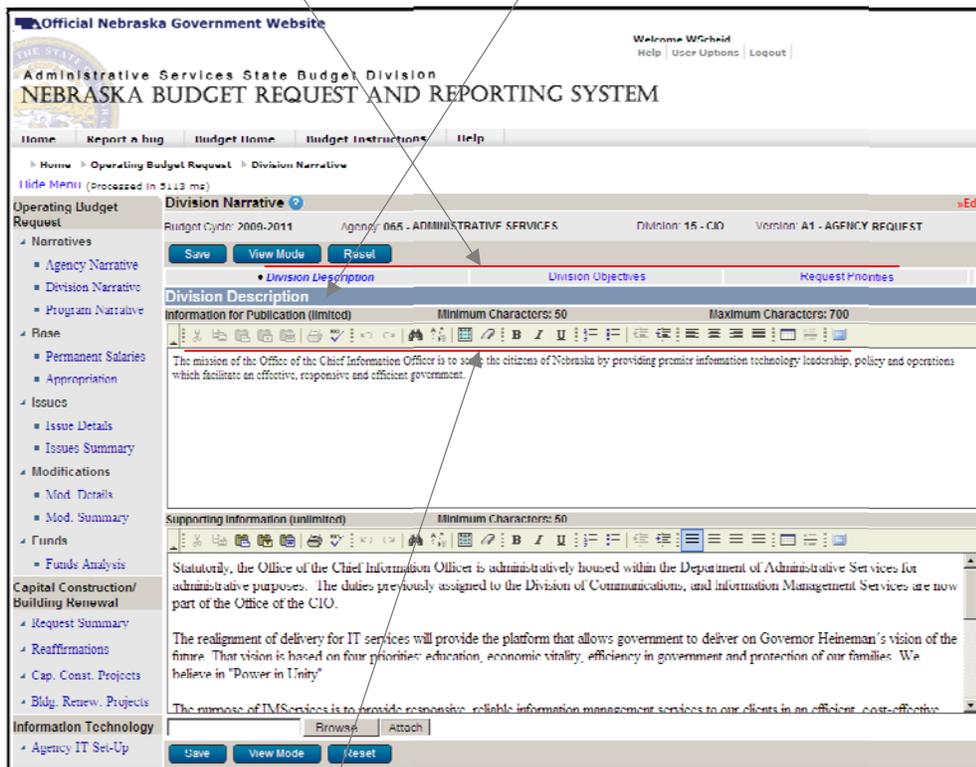
1. Select a **narrative tab** and click **Edit** to begin entering information. The Division Narrative screen contains three tabs. See the Narrative Content section below for content instructions.

- The narrative tab currently selected appears in the **information bar**.
- Narrative tabs with two edit windows are limited to a minimum and maximum number of characters which is pre-defined based on the screen. Text in the limited edit windows should be viewed as a summary of what is presented in the second, unlimited text window. The limited window is intended to be included in various standardized reports that will be generated from the system, such as the Governor's budget recommendations.
- The Division Description and Division Objectives tabs contain two edit windows. The Request Priorities tab offers a single unlimited text window.

Start-Up TIP

If any of the drop-down menus fails to show expected choices, you may need to have your **Security** settings adjusted.

Contact your agency administrator or the State Budget Division for assistance.



Time-Saver TIP

Set default options to avoid repetitive selections of **Agency** and **Version**.

Go to **User Options** in the upper right corner of any screen. Once your selections are made, press **Save**.

Formatting TIP

Avoid the use of **hard returns** when entering narrative text. Using hard returns prevents normal text "wrap" and hinders publication.

- Use the edit window **button bar** for standard word processing features. If any of the buttons look unfamiliar, point your mouse over the icon for a description of that feature. The **Maximize the Editor Size** button simply toggles you back and forth from full-screen editor mode to the normal screen.
- **Copy & Paste** text into the edit windows using either the Ctrl-C and Ctrl-V functions (i.e., pressing the Control key and the V key at the same time) or the **Copy** and **Paste** buttons on the left side of the edit window's menu bar. To provide consistent formatting, upon clicking **Save** a standard font style and size will be applied. Adjusting security settings on your web browser may reduce the number of clicks required to copy & paste.
- **Attach supporting files** (e.g., organizational chart graphics, picture/sound files, etc.) by clicking the **Browse...** button to locate the desired file and then clicking the **Attach** button. Attachments should not be referenced in the limited, Information for Publication edit window as the attachments will not be included with all reports.

CAUTION: You must click **Save** whenever exiting a screen or risk losing unsaved data. Save frequently to avoid data loss.

Division Narrative Content

The biennial State budget process is intended to support the development of budget requests within a strategic results-oriented process. The division's narrative should describe the division, state its objectives, and identify its request priorities.

- **Division Description** – A succinct, comprehensive description of the division and its purpose.
- **Division Objectives** - The desired results to be accomplished by the division over the next two bienniums with the efforts and resources of this division and its programs, sub-programs and services. Identify the strategies and actions planned to achieve those objectives.
- **Request Priorities** - Provide detailed information regarding changes in resource utilization requested for the next biennium, within your agency's continuation budget. Also identify significant internal or external forces that will affect the division's performance.

Program Narrative Instructions

Purpose

- To document the program's objectives and identify the specific agency goal(s) the objectives support. The narrative also includes performance measures such as: inputs, outputs, efficiency, outcomes and quality. In addition, the program narrative should be used to provide highly detailed information regarding request priorities and significant Issues.

Getting Started

In the left-margin menu, click "**Program Narrative**". The **Program Narrative** screen will be loaded.

- **Budget Cycle** defaults to the current cycle.
- Select **Agency**, **Division**, and **Version** from the options that have been assigned to you (see Time-Saver Tip on the right margin).

1. Select a **narrative tab** and click **Edit** to begin entering information. The Program Narrative screen contains four tabs. See the Narrative Content section below for content instructions on each tab.

- The narrative tab currently selected appears in the **information bar**.
- Narrative tabs with two edit windows are limited to a minimum and maximum number of characters which is pre-defined based on the screen. Text in the limited edit windows should be viewed as a summary of what is presented in the second, unlimited text window. The limited window is intended to be included in various standardized reports that will be generated from the system, such as the Governor's budget recommendations.
- The **Program Description**, **Program Objectives**, and **Performance Measures** tabs contain two edit windows. The **Request Priorities and Significant Issues** tab provides a single unlimited text window.

- Use the edit window **button bar** for standard word processing features. If any of the buttons look unfamiliar, point your mouse over the icon for a description of that feature. The **Maximize the Editor Size** button simply toggles you back and forth from full-screen editor mode to the normal screen.
- **Copy and Paste** text into the edit windows using either the Ctrl-C and Ctrl-V functions (i.e., pressing the Control key and the V key at the same time) or the **Copy**, **Paste**, and **Undo** buttons on the left side of the edit window's button bar. To provide consistent formatting, a standard font style and size will be applied upon clicking SAVE.
- **Attach supporting files** (e.g., organizational chart graphics, picture/sound files, etc.) by clicking the **Browse...** button to locate the desired file and then clicking the **Attach** button. Attachments should not be referenced in the limited, Information for Publication edit window as the attachments will not be included with all reports.

Start-Up TIP

If any of the drop-down menus fails to show expected choices, you may need to have your **Security** settings adjusted.

Contact your agency administrator or the State Budget Division for assistance.

Time-Saver TIP

Set default options to avoid repetitive selections of **Agency** and **Version**.

Go to **User Options** in the upper right corner of any screen. Once your selections are made, press **Save**.

Formatting TIP

Avoid the use of **hard returns** when entering narrative text. Using hard returns prevents normal text "wrap" and hinders publication.

Program Narrative Content

The biennial State budget process is intended to support the development of budget requests within a strategic results-oriented process. The agency's program narrative should describe the program, clarify program objectives, provide performance measures, present request priorities and identify significant issues.

- **Program Description** – A succinct, comprehensive description of the program and its purpose.
- **Program Objectives** - The desired results to be accomplished by the program over the next two bienniums with the efforts and resources of this program, subprograms and services. Identify the strategies and actions planned to achieve those objectives.
- **Performance Measures** - The measures used by the agency to determine the cost, efficiency, effectiveness, and results of this program over the next four fiscal years. These measures should include at least one each of the following:
 - a) *Inputs*-resources used to provide goods or services;
 - b) *Outputs*-amount of goods or services provided;
 - c) *Efficiency*-cost of labor or materials per unit of goods or services provided;
 - d) *Outcomes/Results*-extent to which program objectives were achieved; and
 - e) *Quality*-extent to which customer requirements or satisfaction have been achieved.
- **Request Priorities and Significant Issues** - In addition to describing request priorities and budget request Issues that require additional program funding, any proposed redirection of existing resources should also be described. Also, identify significant internal or external forces that will affect program performance.

SECTION I

Operating Budget Request

Part B — Base

Permanent Salaries Base Instructions

Purpose

- To provide a detailed breakdown, by Job Code, of the Permanent Salaries (Object Code 51100) base, as authorized by a budget bill or an A-Bill. It also shows FTE, or Full-Time Equivalent, employees by Job Code.

Getting Started

In the left-margin menu, under Base, click **"Permanent Salaries."** The **Base Permanent Salaries** Screen will be loaded.

- Budget Cycle** defaults to the current cycle.
- Select **Agency**, **Division** (if applicable), **Version**, **Program**, and **Subprogram** from the options that have been assigned to you (see Time-Saver Tip on the right margin).
- FTE and salary history is pre-loaded into the system. Unchecking the FY06, FY07 or FY08 History boxes and clicking **Change** removes those columns from the display. If shortened **Job Titles** are difficult to read, point your mouse over them for a complete job title (also see the Screen Tip on the right margin).

1. Click **Edit** to begin entering amounts for the selected subprogram.

Job Code	Job Title	FY06 FTE	FY06 Actual	FY07 FTE	FY07 Actual	FY08 FTE	FY08 Actual	FY09 Cur FTE	FY09 Cur Appr	Est Salary
G17141	PERSONNEL A	0.02	1,145	0.00		0.00				
G19270	CONTROLLER	0.00		0.82	47,446	0.82	47,446	1.00	65,000	65,000
G19320	AGENCY BUDG	0.10	5,358	0.00		0.00				
K17121	PERSONNEL O	1.04	49,817	0.73	37,199	0.73	37,199	0.75	45,000	45,000
N00200	DIRECTOR	0.67	59,902	0.46	38,246	0.46	38,246	1.00	90,000	90,000
N00250	DAS DIVISIO	0.12	12,876	0.17	19,605	0.17	19,605	0.15	20,000	20,000
N00700	DISCRETIONA	3.00	202,832	1.93	153,164	1.93	153,164	2.00	167,000	167,000
Totals		4.95	\$331,931	4.11	\$295,661	4.11	\$295,661	4.90	\$387,000	\$387,000

Start-Up TIP

If any of the drop-down menus fails to show expected choices, you may need to have your **Security** settings adjusted.

Contact your agency administrator or the State Budget Division for assistance.

Time-Saver TIP #1

Set default options to avoid repetitive selections of **Agency** and **Version**.

Go to **User Options** in the upper right corner of any screen. Once your selections are made, press **Save**.

2. Enter **Current FTE**, **Current Appropriation** and **June 30 Estimated Salary** for FY 2008-09, or "FY09" for each Job Code. Note that negative numbers are not permitted.

- Each **Job Code** with current FTE must also provide current Appropriation and vice versa.
- FY09 Cur FTE** represents Full-Time Equivalent employees based on a 2,080-hour year (e.g., 4 part-time employees working 10 hours/week equals 1.00 FTE) rounded to two decimal places.
- FY09 Cur Appr** is the allocation of Personal Service Limitation, or PSL, to the subprogram for permanent salaries and wages as authorized by a budget bill or an A-Bill. Generally, it excludes discretionary Federal PSL authorized by the Governor.
- Est Salary** represents the June 30, 2009 "annualized salary" (i.e., June 30 salary amount applied to a full year) reflecting any mid-year salary increases (e.g., NAPE/AFSCME anniversary date increases).
 - Reclassifications or position changes which are anticipated to occur beyond the base year, FY09, should be requested as an Agency Issue on the Issue Details screen.

Job Code	Job Title	FY08 FTE	FY08 Actual	FY09 Cur FTE	FY09 Cur Appr	Est Salary	Delete
G17141	PERSONNEL ADMINISTRA	0.00					
G19270	CONTROLLER	0.82	47,446	1.00	65,000	65,000	
G19320	AGENCY BUDGET MGMT A	0.00					
K17121	PERSONNEL OFFICER	0.73	37,199	0.75	45,000	45,000	
N00200	DIRECTOR	0.46	38,246	1.00	90,000	90,000	
N00250	DAS DIVISION ADMINIS	0.17	19,605	0.15	20,000	20,000	
N00700	DISCRETIONARY NON-CL	1.93	153,164	2.00	167,000	167,000	
Totals		4.11	\$295,661	4.90	\$387,000	\$387,000	

Screen TIP

Free up screen space by selecting **Hide Menu** above the left-margin menu of any screen. Select **Show Menu** to bring back the left-margin menu.

CAUTION: You must click **Save** whenever exiting a screen or risk losing unsaved data. Save frequently to avoid data loss.

Permanent Salaries Base Instructions

3. To add Job Codes, either enter a known **Job Code** and click the **Add** button; or click the **Search Job Codes** button to search by Job Code or Job Title.

Job Code: **Add** **Search Job Codes**

- On the search screen, the **Job Code** field will search for codes that begin with what is entered while the **Job Title** field will search for the characters entered anywhere in the Title. Click on **Search**.

Search for JobCodes (Agency: 065 - ADMINISTRATIVE SERVICES)

Job Code: Job Title: **Search**

Submit **Back**

Show: 30 per page

0 Job Codes found, displaying 0 to 0. Page 0 / 0

Select	Job Code	Job Title
<input type="checkbox"/>	S01112	OFFICE CLERK II
<input type="checkbox"/>	S01113	OFFICE CLERK III
<input checked="" type="checkbox"/>	S01120	OFFICE SUPERVISOR
<input type="checkbox"/>	S01210	TYPIST
<input type="checkbox"/>	S01311	WORD PROCESSING SPECIALIST I
<input type="checkbox"/>	S01312	WORD PROCESSING SPECIALIST II
<input type="checkbox"/>	S01313	WORD PROCESSING SPECIALIST III

- You may select multiple Job Codes from the search results. Click **Submit** to return to the previous screen with the selected Job Code(s).
- Click **Reset** to clear the criteria entered.
- Click **Back** to return to the previous screen without returning a Job Code.

Permanent Salaries Base xEdit

Budget Cycle: 2009-2011 Agency: 065 - ADMINISTRATIVE SERVICES Division: 01 - DAS Version: A1 - AGENCY REQUEST

Program: 049 - DEPARTMENTAL ADMINISTRATION Subprogram: 000 - OPERATIONS

Save **View Mode** **Reset** **Refresh**

Display History: FY06 History FY07 History FY08 History **Change**

Job Code: **Add** **Search Job Codes** **Copy Cur Appr to Est Sal**

Job Code	Job Title	FY06 FTE	FY06 Actual	FY07 FTE	FY07 Actual	FY08 FTE	FY08 Actual	FY09 Cur FTE	FY09 Cur Appr	Est Salary	Delete
A07011	IT APPLICAT										
G17141	PERSONNEL A	0.02	1,145	0.00		0.00					
G19270	CONTROLLER	0.00		0.82	47,446	0.82	47,446	1.00	65,000	65,000	
G19320	AGENCY BUDG	0.10	5,358	0.00		0.00					
K17121	PERSONNEL O	1.04	49,817	0.73	37,199	0.73	37,199	0.75	45,000	45,000	
N00200	DIRECTOR	0.67	59,902	0.46	38,246	0.46	38,246	1.00	90,000	90,000	
N00250	DAS DIVISIO	0.12	12,876	0.17	19,605	0.17	19,605	0.15	20,000	20,000	
N00700	DISCRETIONA	3.00	202,832	1.93	153,164	1.93	153,164	2.00	167,000	167,000	
Totals		4.95	\$331,931	4.11	\$295,661	4.11	\$295,661	4.90	\$387,000	\$387,000	

Time-Saver TIP #2
To copy data from the **FY09 Cur Appr** column to the **Est Salary** column, use the **Copy Cur Appr to Est Sal** button.

NOTE: The **Est Salary** column should include the annualized impact of any mid-year salary increases and thus may differ from the **FY09 Cur Appr** column.

- Job Codes added unnecessarily can be deleted by clicking the button.

4. Click **Save** to commit the data entered to the database. The **FY09 Cur Appr** salary total will be automatically inserted into the 511100 Object on the **Base Appropriation** screen.
5. Click **View Mode** to exit Edit Mode. While in View Mode you may continue entering your **Permanent Salaries** base in a different Program and Subprogram or switch to a different screen from the left-margin menu.

Base Appropriation Instructions

Purpose

- To provide a detailed breakdown, by Object Code, of the base appropriation and personal services limitation (PSL), as authorized by a budget bill or an A-Bill. The Base Appropriation screen also provides for the identification of the base appropriation by fund type for each of Operations and Government Aid.

Getting Started

In the left-margin menu, under Base, click **“Base Appropriation.”** The **Base Appropriation** screen will be loaded.

- Budget Cycle** defaults to the current cycle.
- Select **Agency, Division** (if applicable), **Version, Program** and **Subprogram** from the options that have been assigned to you (see Time-Saver Tip on the right margin).
- Select a **Major Account**.
- Expenditure history at the selected **Major Account** level is pre-loaded into the system. Unchecking the FY06, FY07 or FY08 History boxes and clicking **Change** removes those columns from the display (also see Screen Tip on the right margin).

1. Click **Edit** to begin entering amounts for the selected subprogram.

Object Code	FY06 Actual	FY07 Actual	FY08 Actual	FY08 Reappr	FY09 Cur. Appr
511100-PERMANENT SALARIES-WAGES	329,083	282,096	282,096	10,848	387,000
511300-OVERTIME PAYMENTS	1,179	1,279	1,279		
511800-COMPENSATORY TIME PAID	1,209				
515100-RETIREMENT PLANS EXPENSE	24,132	19,184	19,184	769	26,500
515200-FICA EXPENSE	24,254	18,108	18,108	741	25,000
515400-LIFE & ACCIDENT INS EXP	80	51	51	2	75
515500-HEALTH INSURANCE EXPENSE	34,544	34,354	34,354	1,480	45,000
516300-EMPLOYEE ASSISTANCE PRO	57	44	44	2	50
516500-WORKERS COMP PREMIUMS	6,305	4,296	4,296		4,500

Start-Up TIP
If any of the drop-down menus fails to show expected choices, you may need to have your **Security** settings adjusted.

Contact your agency administrator or the State Budget Division for assistance.

2. Enter **FY2007-08 Reappropriation** and **Current Appropriation** for FY2008-09, or “FY09”, for each Object Code. Note that negative numbers are not permitted on the Base Appropriation screen.

- FY08 Reappr** should equal the allocation to this subprogram of the program’s unexpended balance of FY 2007-08 appropriation (i.e. reappropriations and encumbrances).
- FY09 Cur Appr** is the new appropriation authority allocated to the subprogram as authorized by a budget bill or an A-Bill. Reappropriations and encumbrances should be included in the FY08 Reappr column. Other Federal or cash fund appropriation authority administratively provided for FY09 by the State Budget Division should not be included. The sum of allocations to subprograms must equal legislative appropriations to the program for each fund type.
- Base Year and Reappropriation** and **Funding** sections will collapse or expand by clicking the blue triangle icon.
- NOTE:** The Object Code 511100-Permanent Salaries-Wages is shaded, indicating it cannot be edited and is linked to the **Permanent Salaries Base** screen.

Time-Saver TIP
Set default options to avoid repetitive selections of **Agency, Division** and **Version**. Go to **User Options** in the upper right corner of any screen. Once your selections are made, press **Save**.

Object Code	FY06 Actual	FY07 Actual	FY08 Actual	FY08 Reappr	FY09 Cur. Appr	Delete
511100-PERMANENT SALARIES-WAGES	329,083	282,096	282,096	10,848	387,000	
511300-OVERTIME PAYMENTS	1,179	1,279	1,279			
511600-PER DIEM PAYMENTS						
511800-COMPENSATORY TIME PAID	1,209					
515100-RETIREMENT PLANS EXPENSE	24,132	19,184	19,184	769	26,500	
515200-FICA EXPENSE	24,254	18,108	18,108	741	25,000	

Screen TIP
Free up screen space by selecting **Hide Menu** in the upper left corner of any screen. Select **Show Menu** to bring back the left-margin menu.

- At an agency’s request, the State Budget Division will extract the FY 2008-09 Budget Status Report “Budgeted Amount” numbers (subprogram level data from the BUAPPROP, BUREAPPR, and BUENC subledgers) from the NIS system.
 - See the State Budget Division’s July 1, 2008 memo regarding the FY2008-09 Budget Status Report for more information.

Base Appropriation Instructions

- To add Object Codes, either enter a known **Object Code** and click the **Add** button; or click the **Search Object Codes** button to search by Job Code or Job Title.
 - On the search screen, the **Object Code** field will search for codes that begin with what is entered while the **Object Description** field will search for the characters entered anywhere in the description. Click on **Search**.
 - Major Account indicates the filter by which the search results will be limited.

Select	Object Code	Object Description
Selected	525200	RENT EXP-DATA PROC EQUIP
<input type="checkbox"/>	525400	RENT EXP-COMM EQUIP
<input type="checkbox"/>	525500	RENT EXP-OTHER PERS PROP
<input type="checkbox"/>	526100	REP & MAINT-REAL PROPERT
<input type="checkbox"/>	527100	REP & MAINT-OFFICE EQUIP
<input type="checkbox"/>	527200	REP & MAINT-MOTOR VEHICL

- You may select multiple Object Codes from the search results. Click **Submit** to return to the previous screen with selected Object Code(s).
- Click **Reset** to clear the criteria entered.
- Click **Back** to return to the previous screen without returning an Object Code.
- Object Codes added unnecessarily can be deleted by clicking the **Delete** button.

Object Code	FY06 Actual	FY07 Actual	FY08 Actual	FY08 Reappr	FY09 Cur. Appr	Delete
511100-PERMANENT SALARIES-WAGES	329,083	282,096	282,096	10,848	387,000	
511300-OVERTIME PAYMENTS	1,179	1,279	1,279			
511600-PER DIEM PAYMENTS						
511800-COMPENSATORY TIME PAID	1,209					
515100-RETIREMENT PLANS EXPENSE	24,132	19,184	19,184	769	26,500	
515200-FICA EXPENSE	24,254	18,108	18,108	741	25,000	

- Enter **Funding** amounts for both the **FY08 Reappr** and **FY09 Cur Appr** columns as needed.
 - Funding amounts must be entered separately for Operations and Government Aid.
 - The total of the funding amounts entered must balance with the total of the amounts entered by Object Code.
 - The system requires that Operations and Government Aid object totals and funding all balance before the budget request can be submitted.
 - The Major Account filter controls what section(s) can be edited.
 - Operations Funding* can only be edited if **All Expenditures** or **Operations** are selected.
 - Government Aid Funding* can only be edited if **All Expenditures** or **Government Aid** are selected.
 - There are five Fund Types: General Fund, Cash Fund, Federal Fund, Revolving Fund, and Other Fund.
 - Funding may be entered by two methods, *Whole Dollar* or *Percentage*.
 - To change methods, check the box to enter data in percentages then click **Change**.
 - Un-checking the box returns the system to the *Whole Dollar* entry method.

CAUTION: You must click **Save** whenever exiting a screen or risk losing unsaved data. Save frequently to avoid data loss.

Base Appropriation Instructions

- i. *Whole Dollar* method
 - Enter amounts, by fund type, for each year.
 - Be sure to determine the amounts to be entered for Operations and Government Aid.
 - System will calculate totals and variance when **Refresh** or **Save** are clicked.
 - **NOTE:** System will only save dollar amounts, not percentages.
- ii. *Percentage* Method
 - Enter percentage amount, by fund type, for FY08 reappropriation and FY09 current appropriation.
 - If you enter amounts exceeding 100%, you will need to resolve the variance.
 - The system will calculate, based upon the respective object codes, the dollar amounts to be entered for both the Operations and Government Aid funding sections.
 - Upon **Refresh** or **Save**, the system will calculate a dollar amount based upon the percentage. You may need to correct the effect of rounding using the *Whole Dollar* method.
 - **NOTE:** System will only save the dollar amounts, not percentages.

▼ Funding		Enter Data In Percentages <input type="checkbox"/> Change					
Operations Funding							
	FY06 Actual	FY07 Actual	FY08 Actual	FY08 % Reappr	FY09 % Cur. Appr		
General Fund	2,198	61,691	61,691	7.10	1,025	13.68	68,140
Cash Fund							
Federal Fund							
Revolving Fund	462,153	356,486	356,486	92.90	13,417	86.32	430,000
Other Fund							
Total	\$464,351	\$418,177	\$418,177	99.00	\$14,442	99.00	\$498,140
Government Aid Funding							
	FY06 Actual	FY07 Actual	FY08 Actual	FY08 % Reappr	FY09 % Cur. Appr		
General Fund							
Cash Fund							
Federal Fund							
Revolving Fund							
Other Fund							
Total	\$0	\$0	\$0	0.00	\$0	0.00	\$0
Total Funding							
	FY06 Actual	FY07 Actual	FY08 Actual	FY08 % Reappr	FY09 % Cur. Appr		
General Fund	2,198	61,691	61,691	7.10	1,025	13.68	68,140
Cash Fund				0.00	0	0.00	0
Federal Fund				0.00	0	0.00	0
Revolving Fund	462,153	356,486	356,486	92.90	13,417	86.32	430,000
Other Fund				0.00	0	0.00	0
Total	\$464,351	\$418,177	\$418,177	99.00	\$14,442	99.00	\$498,140
PSL	\$331,471	\$283,375	\$283,375		\$10,848		\$387,000
Variance (This section will be updated on Save)							
	FY06 Actual	FY07 Actual	FY08 Actual	FY08 Reappr	FY09 Cur. Appr		
Total Request	\$464,351	\$418,177	\$418,177	\$14,442	\$498,140		
Total Funding	\$464,351	\$418,177	\$418,177	\$14,442	\$498,140		
Variance	\$0	\$0	\$0	\$0	\$0		

5. Click **Save** to commit the data entered to the database and check for Variances.
 - Variances do not need to be resolved in order to save. However all Variances must be resolved before your budget request can be submitted.

Variance (This section will be updated on Save)					
	FY06 Actual	FY07 Actual	FY08 Actual	FY08 Reappr	FY09 Cur. Appr
Total Request	\$464,351	\$418,177	\$418,177	\$14,442	\$498,140
Total Funding	\$464,351	\$418,177	\$418,177	\$14,442	\$430,000
Variance	\$0	\$0	\$0	\$0	\$68,140

- The system will calculate the variance for total **FY08 Reappropriations** and **FY09 Current Appropriations**. Any variance will be highlighted with *red shading*.
- Use of the Percentage funding method may produce a variance due to rounding. To correct, use the *Whole Dollar* method.

6. Click **View Mode** to exit Edit Mode. While in View Mode you may switch to a different Program and Subprogram and continue entering your base Appropriation or change to a different screen from the left-margin menu.

SECTION I

Operating Budget Request

Part C — Issues

Issue Details Instructions

Purpose

- To provide a distinct “decision point” developed by the agency for its budget request within which the agency requests a change in appropriation and/or personal service limitation for consideration by the Governor and Legislature (the change is relative to the base appropriation and personal service limit level). Issues are categorized into Issue Types. They include Agency Issues (specific to the agency), IT Issues (an issue created to accompany an IT Project Proposal to be submitted to the NITC), Multi-Agency Issues (an issue in which two or more agencies collaborate), and Enterprise Issues (an issue common to most, if not all, agencies such as the cost of providing Employee Health Insurance). Multi-Agency and Enterprise Issues are created by the State Budget Division and assigned to agencies (see the Content Instructions below for more information regarding the Enterprise Issues for the 2009 – 2011 biennial budget request). Multi-Agency Issues are created and assigned at the request of an agency or agencies.

Start-Up TIP

If any of the drop-down menus fails to show expected choices, you may need to have your **Security** settings adjusted.

Contact your agency administrator or the State Budget Division for assistance.

Getting Started

In the left-margin menu, click “**Issue Details**”. The **Issue Details** screen will be loaded.

- **Budget Cycle** defaults to the current cycle.
- Select **Agency** and **Version** from the options that have been assigned to you (see Time-Saver Tip on the right margin).

Create a New Agency Issue

1. Select **Agency Issue** from the **Issue Type** drop-down menu and then select “New” from **Issue**.
 - The system will enter NEW mode. While in NEW mode, you must enter the Issue Name before you can continue.

Time-Saver TIP

Set default options to avoid repetitive selections of **Agency** and **Version**.

Go to **User Options** in the upper right corner of any screen. Once your selections are made, press

Save.

2. Enter **Issue Name** and **Description** for the Issue and click **Save**. The name of the Issue will now appear beside **Issue**.

3. Continuing on the issue’s **Narrative** tab, begin to enter narrative information. The Issue Details narrative contains five tabs. See the Narrative Content section below for content guidelines on each tab.

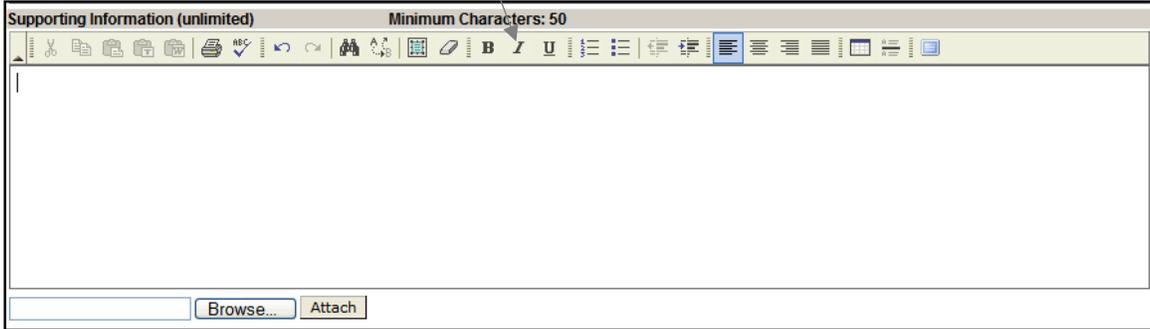
- The narrative tab currently selected appears in the **information bar**.
- Narrative tabs with two edit windows are limited to a minimum and maximum number of characters which is pre-defined based on the screen. Text in the limited edit windows should be viewed as a summary of what is presented in the second, unlimited window. The limited window is intended to be included in various standardized reports that will be generated from the system, such as the Governor’s budget recommendations.
- The **General Description** and **Research, Analysis, and Justification** tabs contain two edit windows. The **Impact**, **Performance Indicators**, and **Implementation Plan** tabs offer just one, unlimited window.

Formatting TIP

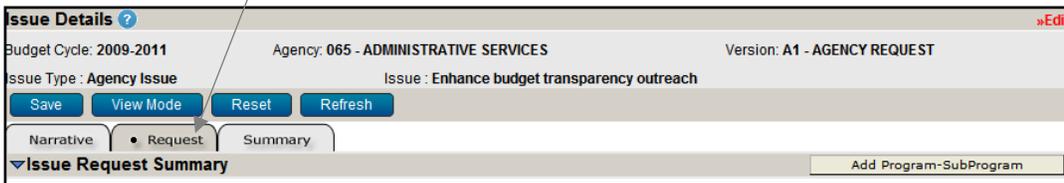
Avoid the use of **hard returns** when entering narrative text. Using hard returns prevents normal text “wrap” and hinders publication.

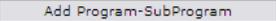
Issue Details Instructions

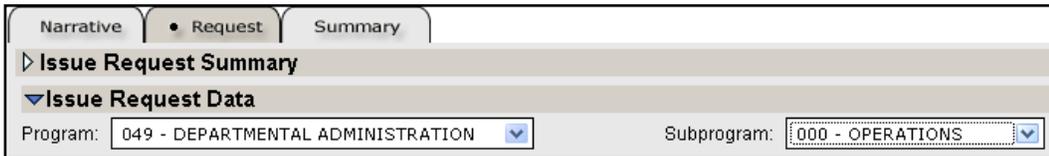
- Use the edit window **button bar** for standard word processing features. If any of the buttons look unfamiliar, point your mouse over the icon for a description of that feature. The  (i.e., **Maximize the Editor Size**) button simply toggles you back and forth from full-screen editor mode to the normal screen.
- **Copy & Paste** text into the edit windows using either Ctrl-C and Ctrl-V features, or by using the   buttons on the left side of the edit window's button bar. To provide consistent formatting, a standard font style and size will be applied upon clicking .
- **Attach supporting files** (e.g., organizational chart graphics, picture/sound files, etc.) by clicking the  button to locate the desired file and then clicking the  button. Attachments should not be referenced in the limited, Information for Publication edit window as the attachments will not be included with all reports.

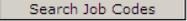


4. Click  to commit the narrative entered to the database.
5. Select the issue's **Request** tab to provide detailed financial information for the issue by Job Code, Object Code and Fund Type at the subprogram level.



6. Begin adding **Issue Detail** (Program / Subprogram combinations) to the Issue:
 - Click  to add a Program / Subprogram Issue Detail.
 - You may add as many Program / Subprogram combinations as are needed and relevant to the issue.
 - Click on the Program / Subprogram link to load a specific Program / Subprogram combination.
7. Select a **Program** and **Subprogram** to add job code, object code, and funding detail for that subprogram.



8. To add Job Codes, either enter a known Job Code and click the  button; or click the  button to search by Job Code or Job Title.
 - On the search screen, the **Job Code** field will search for codes that begin with what is entered while the **Job Title** field will search for the characters entered anywhere in the Title. Click on **Search**.



Issue Details Instructions

- You may select multiple Job Codes from the search results. Click **Submit** to return to the previous screen with the selected Job Code(s).
- Click **Reset** to clear the criteria entered.
- Click **Back** to return to the previous screen without returning a Job Code.

Add Program-SubProgram

Issue Request Summary

Issue Request Data

Program: 509 - BUDGET DIVISION Subprogram: 001 - OPERATIONS

Permanent Salaries Copy FY10 to FY11

Job Code: Add Search Job Codes

Job Code	Job Title	FY10 FTE	FY10 Sal	FY11 FTE	FY11 Sal	Delete
G07091	IT SUPERVISOR	1.00	56,000	1.00	56,000	
X29222	REVENUE AGENT					
Totals		1.00	\$56,000	1.00	\$56,000	

Time-Saver TIP
To copy data from the **FY10** column to the **FY11** column, use the **Copy FY10 to FY11** button.

Caution: This will overwrite any amounts already entered in **FY11**.

- Job Codes added unnecessarily can be deleted by clicking the button.

- Enter FTE and Salary request amounts for the Job Code(s) added for the currently selected subprogram. Amounts entered are relative to the base year (i.e. the amount requested to be appropriated).
 - Note that negative numbers may be entered.
 - If an FTE amount is entered, then a Salary amount is required.
 - Note that common salary-related Object Codes are added automatically if a Job Code is added.
 - Click **Copy FY10 To FY11** to copy numbers entered in the 1st year of the request to the 2nd year. This will overwrite whatever is currently entered in the 2nd year.
- Click **Save** to commit the data entered to the database. The FY10 and FY11 salary totals will be automatically inserted into the 511100 Object Code.
- To add Object Codes, either enter a known **Object Code** and click the **Add** button; or click the **Search Object Codes** button to search by Job Code or Job Title.
 - On the search screen, the **Object Code** field will search for codes that begin with what is entered while the **Object Description** field will search for the characters entered anywhere in the description. Click on **Search**.
 - Use the Major Account drop-down to limit the search results.

Search for Object Codes (Agency: 065 - ADMINISTRATIVE SERVICES Program: 509 - BUDGET DIVISION)

Object Code: Object Description: Major Account: **Search** **Reset**

Submit **Back**

Select	Object Code	Object Description
<input type="checkbox"/>	521100	POSTAGE EXPENSE
<input type="checkbox"/>	521200	COM EXPENSE - VOICE/DATA
<input type="checkbox"/>	521290	COM EXPENSE - VOICE/DATA
<input type="checkbox"/>	521291	COM EXPENSE - VOICE/DATA
<input type="checkbox"/>	521300	FREIGHT EXPENSE
<input type="checkbox"/>	521400	DATA PROCESSING EXPENSE

- You may select multiple Object Codes from the search results. Click **Submit** to return to the previous screen with the selected Object Code(s).
- Click **Reset** to clear the criteria entered.
- Click **Back** to return to the previous screen without returning an Object Code.

CAUTION: You must click **Save** whenever exiting a screen or risk losing unsaved data. Save frequently to avoid data loss.

Issue Details Instructions

Request

Object Code: Add Search Object Codes

Object Code↑	Description	FY10 Request	FY11 Request	Delete
511100	PERMANENT SALARIES-WAGES	56,000	56,000	
515100	RETIREMENT PLANS EXPENSE	2,500	2,500	🗑
515200	FICA EXPENSE	2,700	2,700	🗑
515400	LIFE & ACCIDENT INS EXP			🗑
515500	HEALTH INSURANCE EXPENSE	14,000	14,000	🗑
516300	EMPLOYEE ASSISTANCE PRO			🗑
583300	COMPUTER HARDWARE EQUIPME			🗑
583600	COMMUN. & ELECTRONIC EQ			🗑
Totals		\$75,200	\$75,200	

Save View Mode Reset Refresh

- Object Codes added unnecessarily can be deleted by clicking the button.

12. Enter request amounts in the Object Code(s) added for the currently selected subprogram. Amounts entered are relative to the base year (i.e. the amount requested to be appropriated related to the issue).

- Note that negative Numbers may be entered.
- Note that you may not delete the Object Code 511100. This Object Code will appear as long as Job Code(s) are shown under the Permanent Salaries section.
- Click to copy numbers entered in the 1st year of the request to the 2nd year. This will overwrite whatever is currently entered in the 2nd year.

13. Click to commit the data entered to the database.

14. Enter **Funding** amounts for both the **FY10 Request** and **FY11 Request** columns.

- Funding amounts must be entered separately for Operations and Government Aid.
 - The total of the funding amounts entered must balance with the total of the amounts entered by Object Code.
 - The system requires that Operations and Government Aid object totals and funding all balance before the budget request can be submitted.
- There are five Fund Types: General Fund, Cash Fund, Federal Fund, Revolving Fund, and Other Fund.

Funding Enter Data In Percentages Change

Operations Funding		FY10 % FY10 Funding		FY11 % FY11 Funding	
Fund Type	Total				
General Fund	\$0				
Cash Fund	\$125,400	100.00	75,200	66.76	50,200
Federal Fund	\$0				
Revolving Fund	\$0				
Other Fund	\$0				
Total Operations Funding	\$125,400	100.00	\$75,200	66.00	\$50,200

Government Aid Funding		FY10 % FY10 Funding		FY11 % FY11 Funding	
Fund Type	Total				
General Fund	\$0				
Cash Fund	\$0				
Federal Fund	\$0				
Revolving Fund	\$0				
Other Fund	\$0				
Total Aid Funding	\$0	0.00	\$0	0.00	\$0

Total Funding		FY10 % FY10 Funding		FY11 % FY11 Funding	
Fund Type	Total				
General Fund	\$0	0	0	0	0
Cash Fund	\$125,400	100.00	75,200	66.76	50,200
Federal Fund	\$0	0	0	0	0
Revolving Fund	\$0	0	0	0	0
Other Fund	\$0	0	0	0	0
Total	\$125,400	100.00	\$75,200	66.00	\$50,200
PSL Request	\$112,000		\$56,000		\$56,000

Issue Details Instructions

- Funding may be entered by two methods, *Whole Dollar* or *Percentage*.
 - To change methods, check the box to enter data in percentages then click .
 - Un-checking the box returns the system to the *Whole Dollar* entry method.
- i. *Whole Dollar* method
 - Enter amounts, by fund type, for each year.
 - Be sure to determine the amounts to be entered for Operations and Government Aid.
 - System will calculate totals and variance when or are clicked.
 - **NOTE:** System will only save dollar amounts, not percentages.
- ii. *Percentage* Method
 - Enter percentage amount, by fund type, for FY10 Request and FY11 Request.
 - If you enter amounts exceeding 100%, you will need to resolve the variance.
 - The system will calculate, based upon the respective object codes, the dollar amounts to be entered for both the Operations and Government Aid funding sections.
 - Upon or , the system will calculate a dollar amount based upon the percentage. You may need to correct the effect of rounding using the *Whole Dollar* method
 - **NOTE:** System will only save dollar amounts, not percentages.

15. Click to commit the data entered to the database and check for Variances.

- Variances do not need to be resolved in order to save. However all Variances must be resolved before your budget request can be submitted.

Variance				
	Total	FY10	FY11	
Total Request	\$150,400	75,200	75,200	
Total Funding	\$125,400	75,200	50,200	
Variance	\$25,000	0	25,000	

- The system will calculate the variance for total **FY10** and **FY11**. Any variance will be highlighted with red shading.
- Use of the Percentage funding method may produce a variance due to rounding. To correct, use the *Whole Dollar* method.

16. Click to exit Edit Mode. While in View Mode you may switch to a different Issue to continue entering your budget request or change to a different screen from the left-margin menu.

NOTE: The Issue's **Summary** tab displays the Funding data in summary fashion, by year. No data entry is required on this screen.

Issue Details Instructions

Edit an Existing Issue

1. Select the desired **Issue Type** (this filters the Issue drop-down) and then select the **Issue** you wish to edit from the Issue drop-down menu. Click **Edit** to begin editing the issue.
 - Select the **Narrative**, **Request** or **Summary** tab as needed.
 - To load the request financial data for a specific Program / Subprogram combination which was previously entered, click the "program link" under the Program column in the **Issue Request Summary** section of the issue's **Request** tab.

The screenshot shows the 'Issue Details' interface. At the top, there are dropdown menus for 'Budget Cycle' (2009-2011), 'Agency' (065 - ADMINISTRATIVE SERVICES), and 'Version' (A1 - AGENCY REQUEST). Below these are 'Issue Type' (Agency Issue) and 'Issue' (Develop new Budget Request System) dropdowns. There are 'Edit' and 'Delete' buttons. Below the buttons are tabs for 'Narrative', 'Request' (selected), and 'Summary'. The 'Issue Request Summary' section is expanded, showing a table with columns for Program, SubProgram, FY10 Request, and FY11 Request. The table contains two rows of data and a total row.

Program	SubProgram	FY10 Request	FY11 Request
509 - BUDGET DIVISION	001 - OPERATIONS	\$75,200	\$75,200
605 - PERSONNEL DIVISION	000 - PERSONNEL SYSTEM	\$20,000	\$20,000
Total		\$95,200	\$95,200

- The currently selected Issue may be deleted by clicking the **Delete** button while the screen is in View Mode (also see the Issues Summary screen).
- You may delete a Program / Subprogram combination from the issue in the **Issue Request Summary** section by clicking the  button while in Edit Mode.
- Follow Steps 3-16 under Create a New Issue above to continue editing the existing issue.

Issue Details Instructions

Issues – Narrative Content

The biennial state budget process is intended to support the development of budget requests within a strategic results-oriented process. An Issue narrative should document the general purpose of the Issue, any research and analysis to support the Issue, any impact (positive and negative) the Issue may have, how success will be measured by the agency with regards to the issue and how the Issue request would be implemented.

General Description – A brief description of the Issue including the relationship of the Issue to accomplishment of agency goals and program objectives.

Research, Analysis and Justification – Provide the results of your research, analysis, or other study that serves as the justification for the Issue.

Impact – The agency should identify the quantitative and qualitative impacts of the Issue, including:

- a. What services would be continued, adjusted or expanded?
- b. What client groups would be impacted?
- c. What effects would be felt by the general public, etc?
- d. What would happen if funding is not provided for the Issue?

Performance Indicators – State the performance measures (inputs, outputs, efficiency, outcomes, quality) and provide an objective measure that will be used to determine the extent to which the Issue has produced intended results.

Implementation Plan – Outline the actions and time lines that will be followed to implement Issue.

Issues – Enterprise Issues

Enterprise Issues are used to aggregate information and costs across all agencies of state government for a specific activity.

The following Enterprise Issues have been established for the 2009-2011 biennial budget. Additional Enterprise Issues may be added at the discretion of the State Budget Division.

These Enterprise Issues must be used to show the change in funding necessary for annualizing the cost of the NAPE/AFSCME anniversary date increase, an assumed increase in annual salary for all employees for FY 2010 and FY 2011, and an assumed increase in the agency cost of providing employee health insurance.

Issue Name	Purpose
NAPE/AFSCME Salary Annualization	Used to show the cost of annualizing the NAPE/AFSCME anniversary date increase for affected employees. <ul style="list-style-type: none"> ➤ Use Job Code ZZNAPE. Combine salary increase amounts for all NAPE/AFSCME-covered employees in this one Job Code. ➤ No increase in FTE should be included. ➤ An agency may choose to enter the request amounts in one subprogram for each program as an alternative to entering amounts for every subprogram.
Employee Salary Increase 09-11	Used to show an assumed increase in annual salary for all employees. <ul style="list-style-type: none"> ➤ The assumed increase should equal 2.5% annually of the June 30, 2009 Estimated Salary. ➤ Use Job Code ZZNEWSAL. Combine salary increase amounts for all employees in this one Job Code. ➤ No increase in FTE should be included. ➤ Only costs related to the assumed increase for existing staff should be included. The assumed increase should also be included on any other Issue created by an agency that involves additional staff. ➤ An agency may choose to enter the request amounts in one subprogram for each program as an alternative to entering amounts for every subprogram.
Employee Health Insurance 09-11	Used to show an assumed increase in employer costs related to providing Employee Health Insurance. <ul style="list-style-type: none"> ➤ The assumed increase should equal 10.0% annually of the FY2009 base allocated to object code 515500. ➤ Use Object Code 515500 for the assumed increase. ➤ Only costs related to the assumed increase for existing staff should be included. The assumed increase should also be included on any other Issue created by an agency that involves additional staff. ➤ An agency may choose one subprogram for each program as an alternative to entering data for every subprogram.

Issue Details Instructions

These Enterprise Issues should be used if your agency is requesting a change in funding related to the DAS Accounting/NIS Assessments, the DAS Workers Compensation Assessment, the DAS Transportation Services Bureau Rates, or the DAS Vehicle Liability Assessment.

DAS Accounting/NIS Assessments	Used to show the requested change in funding related to the DAS Accounting/NIS Assessments provided in the Rates section of the budget instructions, including funding reductions related to the elimination of the NIS debt financing assessment. ➤ Use Object Code 541100.
DAS Workers Comp. Assessment	Used to show the requested change in funding related to the DAS Workers Compensation Assessment provided in the Rates section of the budget instructions. ➤ Use Object Code 516500.
DAS TSB Rates	Used to show the requested change in funding related to the DAS Transportation Services Bureau's rates for state owned transportation. ➤ Use Object Code 573100.
DAS Vehicle Liability Assessment	Used to show the requested change in funding related to the DAS Motor Vehicle Liability Assessment provided in the Rates section of the budget instructions. ➤ Use Object Code 556100.

Issues Summary Instructions

Purpose

- To provide a listing of all the **Issues** for the agency in a summarized manner.

Getting Started

In the left-margin menu, click **"Issues Summary"**. The **Issues Summary** screen will be loaded.

- **Budget Cycle** defaults to the current cycle.
- Select **Agency** and **Version** from the options that have been assigned to you (see Time-Saver Tip on the right margin).
- Screen will be grouped by Issue Type and sorted by the Issue Name.
- Amounts shown for Request years are a total of object codes entered, not funding. To see funding, you will need to select a specific Issue (see below).
- Clicking the triangle icon will expand/collapse an **Issue Type** grouping.

Open an Issue for Viewing or Editing

1. Select an **Issue Name** to open the **Issue** in the **Issue Details** screen.
 - See instructions for editing the Issue Details.

Issue Type	FY10 Request	FY11 Request	Delete
▼ Agency Issues (5)	4,359,494	17,151	
Analyst Identified	-6,999	-6,999	
Business Manager reclassification	11,150	11,150	
Depreciation Surcharge	1,000	2,000	
Test Issue	4,343,343		
Test for Jobcode deletion	11,000	11,000	
▼ IT Issues (2)	0	0	
Groovy			
Upgrade Accounting System			
▼ Multi-Agency Issues (0)	0	0	
No Issues exist			
▼ Enterprise Issues (1)	0	0	
Health Insurance Premium Increases			

Delete an Issue

1. Clicking the button will delete the entire Issue. Click on OK to confirm the deletion.

Start-Up TIP

If any of the drop-down menus fails to show expected choices, you may need to have your **Security** settings adjusted.

Contact your agency administrator or the State Budget Division for assistance.

Time-Saver TIP

Set default options to avoid repetitive selections of **Agency** and **Version**.

Go to **User Options** in the upper right corner of any screen. Once your selections are made, press

SECTION I

Operating Budget Request

Part D — Funds

Funds Analysis Instructions

Purpose

- To show the relationship of each Cash Fund, Federal Fund and Revolving Fund to the receipts and/or expenditures of all related programs & subprograms. The Funds Analysis shows receipts, expenditures, and balances to provide a cash flow analysis for the Fund through the end of the request biennium (**Fund 40000 – Federal Letter-of-Credit does not require receipts or balance information, only expenditures**). Further, the Funds Analysis screen presents the amount available for appropriation for each fund.

Start-Up TIP

If any of the drop-down menus fails to show expected choices, you may need to have your **Security** settings adjusted.

Contact your agency administrator or the State Budget Division for assistance.

Getting Started

In the left-margin menu, click **"Funds Analysis"**. The Funds Analysis screen will be loaded.

- Budget Cycle** defaults to the current cycle.
- Select **Agency**, **Version**, and **Fund** (if 40000 - Federal Letter of Credit, you will also need to select a **Grant**, or CFDA#) from the options that have been assigned to you (see Time-Saver Tip on the right)
- Each Fund has been assigned to a single agency. If multiple agencies have a financial relationship to a given Fund, the assigned agency is responsible for coordinating preparation of the cash flow for that Fund.

2. Click **Edit** to begin entering amounts for the selected Fund.

	FY06 Actual	FY07 Actual	FY08 Actual	FY09 Estim	FY10 Estim	FY11 Estim
Fund Equity Total July 1	2,345,678	\$799,086	\$1,039,475	\$1,279,863	\$1,279,863	\$1,279,863
Receipts						
431100-INVESTMENT INCOME	32,837	36,375	36,375			
432100-LAND USE REVENUE	23,277	48,715	48,715			
433200-BUILDING & SPACE RENTAL	20,083					
433400-OTHER RENTAL REVENUE		8,623	8,623			
431300-SALE-SURP PROP/FIX ASSET	10,250	159,118	159,118			
433200-OPERATING TRANSFERS OUT	-1,403,000					
Total Receipts	-\$1,316,554	\$252,830	\$252,830	\$0	\$0	\$0

Time-Saver TIP

Set default options to avoid repetitive selections of **Agency** and **Version**.

Go to **User Options** in the upper right corner of any screen. Once your selections are made, press **Save**.

3. Provide the Fund's **Fund Equity Total July 1** for FY06 (this would be July 1, 2005).

- Expenditure and receipt history is pre-loaded into the system, however, you must provide the Fund Equity Total July 1 for FY06 (i.e., 7/1/05 "beginning balance"). Equity totals are either available with a NIS **Trial Balance By Fund** inquiry or using the NIS **Fund Summary Report** (click the provided [link](#) to view a searchable copy of the FY06 year-end report in PDF format). See the **Fund Summary by Fund** report example below, where the FY06 Fund Equity Total, or "beginning balance" is identified. **NOTE: Fund Equity Total "beginning balance" is not required for Fund 40000 grants.**
- Fund equity balances for the following years are automatically calculated.
- Receipts and expenditure information by subprogram can be found in the year-end **Budget Status Report** or the **Fund Summary Report**.
- Any *fund lapses* should be shown as negative receipts (i.e. Transfers Out).

ACCOUNT CODE AND DESCRIPTION	DEBIT CURRENT MONTH	CREDIT CURRENT MONTH	ACCOUNT BALANCE DEBIT	ACCOUNT BALANCE CREDIT
Assets				
100000 Assets				
111100 GENERAL CASH	6,742.46		650,856.97	
132100 DUE FROM OTHER FUNDS			5,000.00	
Fund 26560 Assets Total	6,742.46		655,856.97	
Fund Equity				
300000 Fund Equity				
349100 UNDESIGNATED				2,202,451.27
Fund 26560 Fund Equity Total				2,202,451.27

Screen TIP

Free up screen space by selecting **Hide Menu** above the left-margin menu of any screen. Select **Show Menu** to bring back the left-margin menu.

Funds Analysis Instructions

- Provide Receipt and Expenditure estimates for the **FY09 Estim, FY10 Estim & FY11 Estim** columns.
 - Estimates of receipts should reflect the best available information.
 - Only expenditure estimates are required for Fund 40000, Federal Letter-of-Credit. Receipt estimates are not required for Fund 40000, Federal Letter-of-Credit.** When on Fund 40000, users should disregard Fund Equity and Receipts.
 - Expenditure estimates must correspond to any budget request "Issues" that are submitted.
 - Each receipt or expenditure item should be accompanied by a *specific* statute or other authority supporting this activity.
 - If earmarking or reserving some portion of fund equity for a specific purpose, be sure to provide your State Budget Division Analyst with supporting information.

Funds Analysis »Edit

Budget Cycle: 2009-2011 Agency: 065 - ADMINISTRATIVE SERVICES Version: A1 - AGENCY REQUEST

Fund: 26560 - VACANT BUILDING

Save View Mode Reset Refresh

	FY06 Actual	FY07 Actual	FY08 Actual	FY09 Estim	FY10 Estim	FY11 Estim
Fund Equity Total July 1	2,345,678	\$799,086	\$1,039,475	\$1,279,863	\$1,279,863	\$1,279,863

▼Receipts

Agency: --Select Program: --Select SubProgram: --Select Object Code: ⊕ Add Object

Object Codes	Ag	Pgm	SP	FY06 Actual	FY07 Actual	FY08 Actual	FY09 Estim	FY10 Estim	FY11 Estim	Authority
481100-INVESTMENT INCOME	065	560	003	32,837	36,375	36,375				
482100-LAND USE REVENUE	065	560	003	23,277	48,715	48,715				
483200-BUILDING & SPACE RENTAL	065	560	003	20,083						
483400-OTHER RENTAL REVENUE	065	560	003		8,623	8,623				
491300-SALE-SURP PROP/FIX ASSET	065	560	003	10,250	159,118	159,118				
493200-OPERATING TRANSFERS OUT	065	560	003	-1,403,000						
Total Receipts				-\$1,316,554	\$252,830	\$252,830	\$0	\$0	\$0	

- To add additional Receipt **Object Codes**,
 - Select the appropriate **Agency, Program** and **Subprogram** the revenue activity will be attributed to from the drop-down menus in the Receipts section.
 - Either enter a known revenue Object Code and click the **Add Object** button; or click the ⊕ button to search by Object Code or Description.
- On the search screen, the Object Code field will search for codes that begin with what is entered while the Description field will search for the characters entered anywhere in the Description.

Receipt Object Codes »Edit

Object Code: Description: Major Account: 400000 Search Reset Back

Select	Object Code	Description
Select	470000	REVENUE SALES & SERVICES
Select	471100	SALE OF SERVICES
Select	472100	SALE OF SUP & MAT
Select	472200	REPROD & PUBLICATIONS

- Searching with no selection criteria will produce all available revenue object codes.
 - Click **Select** to return to the previous screen with the selected Object Code. You may select only one Object Code at a time from the search results.
 - Click **Reset** to clear the criteria entered.
 - Click **Back** to return to the previous screen without returning an Object Code.
 - Object Codes added unnecessarily can be deleted by clicking the ⊖ button.
- Enter amounts for the revenue objects in the currently selected fund.
 - Use object code **481100 - Investment Income** to estimate the amount of investment earnings that will be added each fund by the Nebraska Investment Council.
 - The Nebraska Investment Council has set an assumed annual rate of return of 3.5%.
 - Click **Save** to commit the data entered to the database.
 - To add expenditure estimates for an Agency / Program / Subprogram combination not already listed,
 - Select the appropriate **Agency, Program** and **Subprogram** the expenditure activity will be attributed to from the drop-down menus in the Expenditure section.

Funds Analysis Instructions

CAUTION: You must click **Save** whenever exiting a screen or risk losing unsaved data. Save frequently to avoid data loss.

- Click the **Add Program\SubProgram** button to add additional subprograms one at a time.
- Agency / Program / Subprogram combinations added unnecessarily can be deleted by clicking the  button.

Expenditures

Agency: --Select Program: --Select SubProgram: --Select

Add Program\SubProgram

Program desc	Ag	Pgm	SP	FY06 Actual	FY07 Actual	FY08 Actual	FY09 Estim	FY10 Estim	FY11 Estim	Authority	
DEPARTMENTAL ADMINISTRATION	065	049	000								
STATE BUILDING DIVISION	065	560	003	230,038	12,441	12,441					
Total Expenditures				\$230,038	\$12,441	\$12,441	\$0	\$0	\$0		
				FY06 Actual	FY07 Actual	FY08 Actual	FY09 Estim	FY10 Estim	FY11 Estim		
Fund Equity Total				\$799,086	\$1,039,475	\$1,279,863	\$1,279,863	\$1,279,863	\$1,279,863		
Less Encumbrances											
Unobligated Balance						\$1,279,863					

Save View Mode Reset Refresh

- Enter expenditure estimate amounts for the currently selected fund.
- Click **Save** to commit the data entered to the database.
- Click **View Mode** to exit Edit Mode. While in View Mode you may switch to a different Fund to continue entering Funds Analysis or change to a different screen from the left-margin menu.

SECTION II

Capital Construction and Building Renewal Requests

GENERAL GUIDELINES

CAPITAL CONSTRUCTION AND BUILDING RENEWAL REQUESTS

This section outlines the budget request process for capital construction and building renewal projects. It is intended as a general outline of the process. More detailed guidelines and procedures can be found in the sources which are referenced in this section.

Purpose

Agencies should prepare a capital construction request for new projects and for changes or renovations to existing facilities if the work transcends routine maintenance. The key tests for whether a capital construction request is required are: 1) does the project extend the life of existing facilities; 2) does the project have a significant fiscal impact which would not routinely be part of the operating budget; 3) does the project represent an expenditure that is not made routinely every seven years or less for minor repair and maintenance; and, 4) does the project change the nature or scope of programs.

Use the capital construction budget request for the following:

- planning funds for construction-related activities, including preparation of a comprehensive plan, program statements, design development and bidding documents;
- construction funds including new construction, renovation and major repair;
- reaffirmation of funds previously authorized but not yet appropriated; and,
- building renewal requests (all four categories—deferred repair, fire and life safety, Americans with Disabilities Act (ADA) and energy conservation).

Reaffirmations

List projects which require reaffirmation funding (i.e. continuation funding on projects previously authorized) on Capital Construction Reaffirmations. Explain any requested deviation from the originally authorized total project cost or annual allocations in the narrative section of the Capital Construction Reaffirmations Screen.

Reappropriations

On or before October 20, 2008, submit to the DAS—Building Division, DAS—Budget Division and the Legislative Fiscal Office a list of all Capital Construction Programs that should be reappropriated for FY 2010. Include the program number, project name, and the estimated June 30, 2009, unexpended appropriation balance, by fund type. Also identify how much of the June 30, 2009, balance will be committed through contractual agreements.

Planning Requirements

State statutes prescribe two types of planning which must occur before an appropriation of funds for capital construction projects may be made. A "Comprehensive Facilities Plan" is required prior to requesting funds for any project whose total cost exceeds \$540,000. A "Program Statement" is required for each project where total cost exceeds \$540,000, prior to requesting funds for construction drawings and actual construction work. Note, however, if policies adopted by the Board of Regents of the University of Nebraska and the Board of Trustees of the Nebraska State Colleges indicate a threshold other than \$540,000, such threshold is acceptable for those agencies.

In addition to these two statutory requirements, a "Needs Statement" should accompany requests for planning funds. A needs statement should also accompany construction requests for small projects when a detailed program statement is not required. These three types of plans are discussed in greater detail below. For additional information, consult the "Procedural Manual for Capital Construction Projects," available from the State Building Division, Department of Administrative Services.

The quality of planning included in agency Comprehensive Facilities Plans and Program Statements, along with the clarity of the relationship to agency long-run strategic plans, will be an element in evaluating and prioritizing requests.

a. Comprehensive Capital Facilities Plan

Section 81-1114.01, Nebraska R.R.S. requires each state agency to prepare a Comprehensive Facilities Plan prior to submitting a capital construction project request in excess of five hundred forty thousand dollars. At a minimum, a comprehensive plan should project future programmatic needs, analyze existing facilities and the utilization of such facilities, and identify projects to meet those needs. The comprehensive capital facilities plan must be updated or revised whenever an agency requests funding for a major project that is not in compliance with the original plan, or when changes in projected needs would significantly affect the comprehensive plan. Such plans and any updates or revisions must be submitted to the Department of Administrative Services—State Building Division, the Department of Administrative Services—Budget Division and the Legislative Fiscal Analyst. Please note that Section 81-1108.41 establishes a Statewide Comprehensive Capital Facilities Plan for all agency projects (except for the University of Nebraska, the State Colleges, and the Community Colleges who are covered under another process involving the Coordinating Commission for Postsecondary Education) based on a six-year planning time frame, or three biennial budget cycles. Agencies should use the six-year time frame for their individual comprehensive Capital Facilities Plans.

b. Program Statement

Section 81-1108.41, Nebraska R.R.S. requires that an agency submit a Program Statement before requesting an appropriation for drawings and the construction of a project if total costs exceed \$540,000 (or other threshold for the University of Nebraska or the Nebraska State Colleges). The purpose of the program statement is to justify the project by examining programmatic needs and translating them into space and facility needs. The Program Statement must address the following: 1) scope of the project and its impact on existing space and programs; 2) project's compatibility with the agency's comprehensive capital facilities plan; 3) existing and proposed space utilization; 4) project costs, sources of funding and fiscal impact; and, 5) time line. For a complete Program Statement outline, refer to the Procedural Manual for Capital Construction Projects, Section VIII, published by the State Building Division.

Requests for new or replacement capital construction projects should include a complete inventory of all space presently occupied by the agency and a utilization report on such space. The utilization report should have been completed within the preceding 12-month period and adjusted for projects presently under construction or for projects for which an appropriation for construction has already been made. In addition, any change in the population served by the facilities between the time of utilization review and the projected construction of the requested project should be included. Refer to the Space Management Guidelines, published in January, 1996 by the State Building Division of the Department of Administrative Services for a general background on space definitions, management guidelines and needs.

The efficient use of space is one measure of performance which will be examined more closely when evaluating and prioritizing requests. Agencies are expected to analyze existing space utilization when formulating budget requests for new construction or major renovations.

A new program statement is required whenever the scope of a project changes. For program statements submitted previously, when the scope of the project is unchanged, only the "project budget/estimate" page needs to be updated.

The statutory deadline for submitting the program statement or revisions to it is September 15 of the year prior to the initiation of an appropriation for drawings or construction.

With the exception of the University of Nebraska and the Nebraska State Colleges, no agency may enter into a contract for the planning, design or construction of a new facility, or major renovation of an existing facility, unless the Governor has approved the Program Statement.

c. Needs Statement

The Needs Statement serves as the basis for the agency's request for initial capital funding. This document is generally prepared in-house and submitted with the budget request.

1. A subsequent program statement must be developed for projects whose estimated total project cost exceeds \$540,000 (or other threshold for the University of Nebraska or the Nebraska State Colleges). In such cases, funding procedures allow for consideration during the first year for planning funds and the following year(s) for design development and construction funds.
2. A program statement may be submitted in lieu of a needs statement when an agency is preparing a program statement in-house for a project whose estimated total cost exceeds \$540,000 (or other threshold for the University of Nebraska or the Nebraska State Colleges).
3. Only a Needs Statement is required for projects whose estimated total cost is less than \$540,000 (or other threshold for the University of Nebraska or the Nebraska State Colleges). For these projects, the initial request for funding may include total funding.
4. For projects exceeding \$540,000 that do not change programmed space (such as fire/life safety, utility, ADA and repair and maintenance projects), a needs statement may be submitted in lieu of a program statement.

d. Historical Structures

Requested information on historic structures owned or occupied by state agencies.

1. Section 72-808(3), Nebraska Revised Statutes specifies that efforts should be made by the state to identify, preserve, maintain, and restore such historic structures whenever possible
2. Section 72-810 specifies that: "Improvements, alterations, or changes made by the state, its agencies, or departments on or to any historic structures owned by the State of Nebraska shall be in keeping with its historical or architectural significance. Such alterations shall be made according to standards set by the United States Department of the Interior...A state agency or department shall only be required to comply with this section if it has been notified in writing by the officer that a particular structure is a historic structure."
3. Given the state statute Sections noted above, all agency requests for funds in excess of \$540,000 for substantial renovation, substantial rehabilitation, substantial remodel or demolition of any State-owned or occupied structure should indicate in the request, whether or not the structure has been determined an historic structure by the State Historic Preservation Officer.
4. The process of obtaining review and comments is the responsibility of the respective state agency or department and should be completed prior to the submittal of the project to DAS. Assurance of compliance should be documented with a written determination by the State Historic Preservation Officer.

State Comprehensive Capital Facilities Plan

Agency Capital Construction project requests (with the exception of the University of Nebraska, the State Colleges, and the Community Colleges) are subject to the prioritization process of the State Comprehensive Capital Facilities Plan submitted every November 15 of even numbered years. The detailed guidelines for this process are included in the following pages.

Americans with Disabilities Act (ADA)

Minor modifications to facilities should be accomplished using repair and maintenance funds in the operating budget. Agencies with large and specialized building maintenance staff should be able to implement many ADA-related changes without the need for a separate appropriation. Larger projects will require contracting for services. Section 81-1108.43 limits the total project cost of construction work done by an agency's own work force to \$65,000. The same section requires use of a professional consulting engineer or architect for preparing the plans for any project costing \$540,000 or more.

If projects exceed the capabilities of an agency's work force or represent a substantial modification to a facility, a separate request for each is necessary. ADA modifications are one of the four separate categories of deferred building renewal requests and should be included on the Building Renewal Request Screen. An ADA project should have the same documentation as other deferred building renewal requests. The next section will provide more details.

Joint and Cooperative Planning

Agencies are encouraged to engage in joint and cooperative facilities planning. Such planning should increase efficiency and utilization of facilities and may be done several ways:

- Planning of joint use facilities or one-stop centers where agencies serve common customers or where agencies serve customers in the same geographical area.
- Coordination of the requesting, designing, bidding, and contract awarding of similar projects in close proximity in a geographic region. This includes renovation projects and various deferred building renewal projects in particular.

Non-State Funds

In cases where agencies receive federal or other non-state funds through a cost reimbursement or cost sharing formula or program, and in which reimbursement for facility depreciation and facility maintenance is included, such reimbursement should be included in the funding requested for construction and all types of deferred building renewal projects.

In instances where Federal or other non-state funded grant programs exist which could help fund a construction or deferred building renewal project, such fund should be applied for and included in the funding requested.

Some agencies qualify for participation in the Institutional Building Grants Program (IBGP). This enables the utilization of federal funding to match state dollars in accomplishing approved projects. With some exceptions, the Task Force for Building Renewal has been providing matching funds to accomplish energy conservation measure projects. Agencies or institutions eligible for participation in IBGP funding are encouraged to actively seek these funds wherever possible.

Compliance with the "Procedural Manual for Capital Construction Projects"

Agencies are encouraged to read the Procedural Manual for Capital Construction Projects published by the State Building Division of the Department of Administrative Services. Adoption of the procedures, requirements, processes and suggestions contained in the Manual will facilitate consideration of your budget request.

Building Renewal Assessments (LB1100 Assessments/Account 524900)

LB1100 of 1998 made provisions for a yearly 2% building renewal assessment to be made on all new projects and acquisitions meeting the eligibility requirements (see next page). LB 1092, enacted during the 2004 Legislative Session, sets the building renewal assessment rate at 0% for FY 2004-05 and sets the rate at 1% for FY 2005-06 and FY 2006-07. LB 322, enacted during the 2007 Legislative Session, sets the building renewal assessment rate at 1%. This rate does not revert back to 2% in the next biennium. It is very important that affected agencies request their assessments at the proper rate for the 2009 – 2011 Biennium. Every year the Department of Administrative Services works with affected agencies to update the eligible projects and assessments to be made each year. Therefore, this information should be readily available. If you do not have updated information for your agency, or if you have questions about the building renewal assessment program, please contact the State Building Division, or the Task Force for Building Renewal.

To request the building renewal assessments for your agency, you need to determine the status of the project in order to determine whether the assessment will be requested in the operations and maintenance (O&M) section of capital construction, or in the operating budget request section. If you are requesting a NEW project or acquisition in capital construction, you will need to request the assessment for it in the Capital Construction Operating Costs Section. If, however, the project or acquisition has already been approved/funded (no new request is being made) and the assessment for it will begin in the request biennium, then its assessment must be requested in the operating budget request

Eligible Projects Criteria:

1. Includes any “capital improvement project” (new construction, building addition, renovation of at least 15% of facility value, or purchase/acquisition), regardless of the source of funds supporting the project, receiving appropriations or otherwise financed, or acquired, in FY97/98 and thereafter.
2. Specifically: The depreciation charge will be collected from capital improvement projects as defined in statutes 81-188.02, subsection 1; 81-188.04, subsection 1; and 81-188.06, subsection 1, as:
 - a. construction of a new facility, structure, or building,
 - b. construction of additions to an existing facility, structure, or building,
 - c. renovation of an existing facility, structure, or building, if the total project cost of such renovation represents not less than fifteen percent of the value of the existing facility, structure, or building as determined by the Department of Administrative Services,
 - d. purchase of an existing facility, structure, or building, and
 - e. acquisition of a facility, structure, or building through means of conveyance other than sale and purchase.
3. As it relates to state agencies other than the University of Nebraska and the Nebraska State Colleges, capital improvement projects specifically EXCLUDED and not qualifying are:
 - i. Those facilities, structures, and buildings excluded per 81-188.02(4):
 - a. the Department of Aeronautics,
 - b. the Department of Roads,
 - c. the Game & Parks Commission,
 - d. the Board of Educational Lands and Funds, and
 - e. other buildings or grounds owned or leased by the State of Nebraska which are specifically exempted by the Department of Administrative Services because the application of such subdivisions would result in the ineligibility for federal funding or would result in hardship on an agency, board, or commission due to other exceptional or unusual circumstances.

- ii. State-owned facilities of which DAS is custodian pursuant to section 81-1108.17 (revised as per LB530 of 1995) and for which charges are assessed pursuant to subdivision (6)(b) of such section.
4. As it relates to University of Nebraska and the Nebraska State Colleges, "capital improvement projects" specifically EXCLUDED and not qualifying are those facilities, structures, or buildings from which revenue is derived and pledged for the retirement of revenue bonds issued under sections 85-403 to 85-411.
5. Funding sources (i.e., state funds, federal funds, private funds, foundation funds, etc.) do not determine whether a capital improvement project is excluded for LB1100; the only exclusion provisions are those contained in #3 & #4 above, as well as capital improvement projects that received appropriations, or were financed or acquired, in fiscal year 1996-97 and prior.
6. Effective April 8, 2002 (LB1310 of 2002), assessments begin in July of the fiscal year after the calendar year in which substantial completion has occurred. For example, a project substantially complete in calendar year 2008 will begin paying the assessment in July of 2009 (FY 2009-10).

STATE COMPREHENSIVE CAPITAL FACILITIES PLANNING 2008 GUIDELINES

Budget Instructions - July 2008 For The FY2009-2011 Biennium

Applies to all agencies' capital construction requests

except the University of Nebraska and the State Colleges, since they are subject to the Coordinating Commission for Postsecondary Education Statewide Planning Process.

In accordance with Revised Statute 81-1108.41 the Department of Administrative Services/State Building Division is to develop a *State Comprehensive Capital Facilities Plan* for each biennium, utilizing a Committee appointed by the Governor. The Plan is to be submitted on November 15th of even years and is to include a prioritization of capital construction project requests submitted for the biennium. The Committee, made up of state agency personnel and citizens, develops the planning process, guidelines for implementation, and the project prioritization system to be used in evaluating the project requests. Details and instructions for this process are incorporated into the following Guidelines:

1. Agency Comprehensive Master Plans and Program Statements should be in accordance with the DAS/SBD Procedural Manual, as per Sections 81-1114.01 & 81-1108.41. Both are required for project requests in excess of \$540,000.
2. Program Statements that do not meet the information requirements outlined in the DAS/SBD Procedural Manual as determined by DAS will instead be considered as "Need Statements," and the Committee will consider the associated request as a request for planning funds only (not construction funding) in keeping with Section 81-1108.41. In such cases, DAS may recommend an amount for planning funds after consultation with the agency.
3. Agencies are encouraged to provide facility space utilization data in program statements to help support the justification and need for the project.
4. Project Descriptions in the narratives of the Capital Construction Project Request should include the following information:
 - a. State how the project responds to the 2008 Mission Statement/Governing Values for State of Nebraska Capital Construction (see page after next).
 - b. State the REAL consequences of the project request being denied/unfunded, or under-funded.
 - c. Provide an evaluation of your project for critical life safety/legal issues (item 1.b. of the Project Rating Criteria) using a scale of 0 to 4 points shown on the following page.
 - d. Please provide the individual yearly amounts necessary for current or future requests for projects (planning, design and/or construction funds) that will begin or extend beyond the two-year biennial budget period, through the sixth year. (This does not apply to operational estimates/requests.)
5. Capital Construction Requests & Program Statements are due Sept. 15, 2008 as per the Budget Instructions. After September 15th, the Capital Construction documentation will become public information and will be available on the State Budget Division website. The Committee will not evaluate, score and prioritize--or otherwise include in the November 15, 2008 Plan--requests that are submitted after that date.

6. Project Request explanations for the Committee are scheduled for **October 17, 2008**. Each agency submitting capital construction requests will have an opportunity to give presentations on its highest-priority requests, and/to respond to questions the Committee may have. Affected agencies will be notified of the location and times of the presentations approximately three weeks in advance of their appointment.
7. The following two pages detail the *State of Nebraska Capital Construction Mission Statement & Governing Values* and the *Project Rating Criteria Scoring System* to be used in the evaluation of capital construction project requests for the FY2009-2011 biennium that will be included in the November 15, 2008, Plan.

Project requests meeting these guidelines and being evaluated by the Committee will be scored using the Project Rating Criteria and given an overall priority in the *State of Nebraska Comprehensive Capital Facilities Plan*. The Plan will also include project request priority lists for the four following categories: 1) Reaffirmations, 2) Requests of General Funds (any portion of the request), 3) Requests for Planning Funds (regardless of fund source), and 4) Requests of (100%) Non-General Funds.

The *State of Nebraska Comprehensive Capital Facilities Plan* will be submitted to the Governor, the Committee on Building Maintenance (Task Force for Building Renewal legislative oversight committee), and the Legislative Fiscal Office no later than November 15, 2008.

Critical life safety/legal issues scoring scale for Project Rating Criteria 1.b.:

<u>Classification</u>	<u>Definitions</u>	<u>Over 50% of Construction?*</u>	<u>Score</u>
Class I	Life safety improvements necessary because the safety of persons is IMMEDIATELY, DIRECTLY, and CLEARLY IMPERILED. Or,	YES	4
	CODE OFFICIALS have determined that life safety improvements are needed IMMEDIATELY.	No	3
Class II	ADA improvements CLEARLY needed for compliance.		
	Accreditation or closing of the facilities in IMMEDIATE jeopardy if improvements are not completed.		
	Life safety improvements MAY BE necessary to comply with codes and to avoid potential danger.	YES	2
	ADA improvements MAY BE necessary to comply with the ADA Act and to avoid possible non-compliance.	No	1
	Accreditation or closing of the facility MAY BE in jeopardy if improvements are not completed.		

*A determination has to be made whether the cost of the improvement for critical life safety/legal issues amount to more than 50% of the construction cost of the project request.

STATE COMPREHENSIVE CAPITAL FACILITIES PLANNING 2008 MISSION STATEMENT & GOVERNING VALUES FOR NEBRASKA CAPITAL CONSTRUCTION

(Excludes the University of Nebraska and State Colleges, since they are subject to the Coordinating Commission for Postsecondary Education Statewide Planning Process.)

Mission Statement for Nebraska Capital Construction:

“The mission of capital construction in the state of Nebraska is to plan, fund, design, construct and maintain facilities to serve the best interests and needs of all Nebraskans in an efficient and cost-effective manner.”

Governing Values for Nebraska Capital Construction:

1. Facilities should be accessible and designed/constructed to serve the interests and needs of all persons.
2. Facilities should represent a wise, responsible use of taxpayer funds which utilizes efficient, cost-effective design and construction methods and modern technology, and results in reasonable ongoing operations/maintenance costs.
3. Facilities should be safe, promote health and well-being, and maintain a quality of life for all persons.
4. Facility decisions and projects should reflect the state’s stewardship role in preserving, protecting and maintaining existing facility assets, including state-owned historic properties.
5. Facility decisions and projects should best serve the long-term interests of all Nebraskans including future generations.
6. Based on appropriate evaluations facilities should responsibly support state agencies, their missions and goals, and be of service to Nebraska’s citizens.
7. Facility projects should encourage partnering, cooperation and the sharing of resources between state agencies, local governments and private entities, where appropriate.
8. State facility planning, design and construction should act as a model for other state and local governments, as well as private entities and institutions.
9. State facilities should strike a balance between quality and quantity and incorporate a level of excellence that reflects a high appreciation for the built and natural environments.
10. State facilities and those who plan, build and care for them must be accountable to all Nebraskans and responsive to their changing needs.

STATE COMPREHENSIVE CAPITAL FACILITIES PLANNING 2008
 PROJECT RATING CRITERIA SCORING FOR FY2009-FY2011 REQUESTS
 (Excludes the University of Nebraska and State Colleges, since they are subject to the
 Coordinating Commission for Postsecondary Education Statewide Planning Process.)

Category:	Points/Percent	Multiplier/Base	TOTAL
1) CRITICAL & IMMEDIATE ISSUES			500.00
a) Critical:	Reaffirmation (% of Project)	100.00%	250
	The % of the project which is a reaffirmation of Legislature-approved funds.		250.00
b) Life Safety:	Life Safety/Legal Issues (0-5)	4.00	50
	0-4 points are awarded (see scale below) and multiplied by 50 for a total possible of 200.		200.00
	4 - Class I; more than 50% of constr.	1 - Class II; less than 50% of constr.	
	3 - Class I; less than 50% of constr.		
	2 - Class II; more than 50% of constr.		
c) Need:	Immediacy of Need (0-5)	5.00	10
	0-5 points are awarded (see scale below) and multiplied by 10 for a total possible of 50.		50.00
	5 - Clearly addresses needs in <5 years.	2 - Clearly addresses needs in 20+ years.	
	4 - Clearly addresses needs in 5-10 years.	1 - Justification of Need not clear.	
	3 - Clearly addresses needs in 10-20 years.	0 - Justification of Need not stated.	
2) FINANCIAL/ECONOMIC			500.00
a) Long Term:	Operating Savings/Efficiencies (0-5)	5.00	25
	0-5 points are awarded (see scale below) and multiplied by 25 for a total possible of 125.		125.00
	5 - Project includes a consolidation of agencies or services with a significant reduction in FTE or square feet of current building space.		
	4 - Demonstrates a quantifiable savings in operating costs AND a more efficient function.		
	3 - Demonstrates a quantifiable savings in operating costs.		
	2 - Project demonstrates more efficient function only.		
	1 - Project neither creates savings nor is more efficient in function.		
	0 - Project creates above average operating costs OR inefficient function.		
	Asset Preserv. & Mgmt. (% of Project)	100.00%	125
	The % of the project that is asset preservation (LB309 & renovation) is the score.		125.00
b) Short Term:	User/Non-State Financing (% of Proj.)	100.00%	125
	This score is based on the percent of non-general funds proposed for the project. The more the project is funded from sources other than state general funds, the higher the score.		125.00
	General Fund Impact (125 minus \$mil.)	0.00	125
	The amount of proposed general funds in the Total Project Cost (in millions) is subtracted from 125 for the score.		125.00
3) SERVICE VALUE			500.00
a) Project Significance & Improved Services (0-400 pts.)			390.00
	300 to 390 points - High Significance & Improved Services		
	200 to 299 points - Average Significance & Improved Services		
	100 to 199 points - Low Significance & Improved Services		
	0 to 99 points - minimal or no Significance & Improved Services		
b) Mission Relevance (0-100 pts.)			100.00
	60 to 100 pts. - Directly Related to Agency Mission.		
	20 to 60 - Indirectly Related.		
	0 to 20 - Not Related.		
c) State Owned Historic Property (0 or 10 pts.)			10.00
	10 pts. - Yes, it is listed on the National Register or designated by State Historic Preservation Office (SHPO) as eligible for Listing on the National Register		
	0 pts. - It is not listed and SHPO had determined it is not eligible for listing		
TOTAL POSSIBLE:			1500.00

STATE COMPREHENSIVE CAPITAL FACILITIES PLANNING
PROJECT RATING CRITERIA SCORING FOR FY2009-FY2011 BIENNIUM REQUESTS

PROPOSED GUIDELINES FOR RATING #1b) LIFE SAFETY/LEGAL ISSUES

EXPLANATION:

The proposal is to utilize the LB309 Task Force designations for "Class I," "Class II," of the fire/life safety and ADA categories (but adding in accreditation/closing of facility issues) and assigning higher scores if the "Class I" or "Class II" improvements amount to more than 50% of the cost of construction. On a scale of 0 to 5, the Committee members assign a score for #1b in this manner:

- 4 - LB309 Class I; more than 50% of constr.
- 3 - LB309 Class I; less than 50% of constr.
- 2 - LB309 Class II; more than 50% of constr.
- 1 - LB309 Class II; less than 50% of constr.
- 0 - No fire/life safety/legal issues.

Here are the designations of LB309 "Classes," paraphrased for clarity, and assigned a value as per the scale above:

- | | |
|---|---|
| Class I:
If more than 50%
of construction
= 5 points.

If less than 50%
of construction
= 4 points. | (F/LS) Improvements necessary because the safety of persons is IMMEDIATELY, DIRECTLY, and CLEARLY IMPERILED.

(F/LS) CODE OFFICIALS have determined that improvements are needed IMMEDIATELY to ensure safety of persons.

(ADA) Improvements CLEARLY necessary for COMPLIANCE with ADA act.

(+) ACCREDITATION or closing of the facility in IMMEDIATE jeopardy if improvements are not completed. |
| Class II:
If more than 50%
of construction
= 3 points.

If less than 50%
of construction
= 2 points. | (F/LS) Improvements MAY BE necessary to comply with codes and to AVOID potential danger.

(ADA) Improvements MAY BE necessary to comply with ADA Act and to AVOID possible non-compliance.

(+) ACCREDITATION or closing of the facility in MAY BE in jeopardy if improvements are not completed. |
| Beyond Cls II:
= 1 point. | (F/LS) Improvements provide safer environment, but are NOT REQUIRED for code compliance or legal requirement.

(ADA) Improvements provide better accessibility, but are NOT REQUIRED for ADA compliance. |

STATE COMPREHENSIVE CAPITAL FACILITIES PLANNING
PROJECT RATING CRITERIA SCORING FOR FY2009-FY2011 BIENNIUM REQUESTS

PROPOSED GUIDELINES FOR RATING #1b) LIFE SAFETY/LEGAL ISSUES

EXAMPLES:

- 1) Fire sprinkler system requested by Fire Marshall OR clearly a code violation, and less than 50% of the construction cost of a renovation project = 3 points (Class I)
- 2) Fire sprinkler system not necessarily a code violation, and less than 50% of the construction cost of a renovation project = 1 point (Class II)
- 3) Boiler "red-tagged" by inspector for replacement, and less than 50% of the construction cost of a renovation project = 3 points (Class I)
- 4) Boiler "red-tagged" by inspector for replacement, and the replacement is the entire project (more than 50% of construction cost) = 4 points (Class I)
- 5) Accreditation review citation for emergency generator, and the closing of the facility or losing of accreditation is imminent, and more than 50% of construction = 4 points (Class I)
- 6) Accreditation review citation for window hazard, but the closing of the facility or losing of accreditation is NOT imminent, and more than 50% of constr. = 2 points (Class II)
- 7) Prison is over 150% of capacity, there are existing lawsuits, and the project is to build a new housing facility (more than 50% of construction) = 4 points (Class I)
- 8) An ADA elevator is CLEARLY needed for ADA compliance, but is less than 50% of the construction cost of a renovation project = 3 points (Class I)
- 9) A second ADA elevator is desired for better access of residents in a certain part of a facility = 0 points (Beyond Class II)
- 10) The existing fire alarm system meets code, but a new, addressable system is desired to connect with other facilities = 0 points (Beyond Class II)

Task Force for Building Renewal

Agencies are encouraged to contact the Task Force for Building Renewal administrator for policies and procedures for Building Renewal projects, or visit the Task Force website at www.das.state.ne.us/309. The policies and procedures make reference to buildings and projects not eligible for Task Force funds, and list other types of projects that are either limited or restricted in terms of funding. Skylights, exterior insulation finish systems (EIFS), exterior free-standing brick walls, and built-in gutters should NOT be used in new construction, and in existing construction, these items will only be removed by a Task Force funded project (as opposed to repair or replacement). Also, agencies are encouraged to submit for review draft plans and specifications on new construction and renovations.

Building Renewal Requests

Pursuant to Nebraska R.R.S. 81-173 to 81-191.01, requests for building renewal are divided into four categories: deferred repair, fire and life safety, ADA and energy conservation. Each category is made up of projects and classes (or priorities). Please complete the Building Renewal Request screen. After completing this, the four categories are to be prioritized in the same priority list on the Capital Construction Request Summary screen with all other construction and renovation projects.

Buildings not owned by the State, revenue bond buildings and buildings being purchased through lease purchase are not eligible for funding. Please refer to the Task Force policies and procedures for requirements pertaining to building acquisitions.

In preparing to complete Building Renewal Request Screen, agencies should follow these procedures:

1. Identify all deferred repair, fire and life safety, ADA and energy conservation projects by building, and categorize according to the major thrust of the project.
2. Identify those projects which may be an emergency. For the purpose of this biennial budget submission, an emergency is a project that needs to be addressed prior to the start of the request biennium.
3. Assemble project cost. There should be a minimum of three items: Design Fees, Construction Costs, and Contingency.
4. For each category or type of project--deferred repair, fire and life safety, ADA and energy conservation, identify Class I and Class II priorities, according to the definitions supplied later in this section. All funding for a project must be in the same class; you cannot split a project between two classes.
5. Determine funding sources and the level of cooperative funding.
6. Determine whether a project is "materials only." A materials only project is one where the agency provides the labor for the project using its own staff, and the Task Force provides funding only for the materials.
7. Complete the Building Renewal Request Screen making sure to check the "emergency" and "materials only" boxes (if applicable), and the appropriate "type" and "class" boxes. In the Narrative section, a narrative explanation should be completed for each project, to provide the Task Force for Building Renewal with specific and detailed background information and justification for the funding request, as well as cost estimates. This information is important in evaluating projects for funding

consideration. Narratives should include the need for the project, a detailed plan for repair or modification, the potential savings to be realized and where applicable, the estimated payback period (with a description of the method used for determination). Also, if the project can be phased over more than one year, explain these points and provide a potential "phased funding" schedule.

8. Assign each project a priority rank. That is, if you have a total of 100 projects in the two classes, and 40 are deferred repair, 30 are fire and life safety, 20 are ADA and 10 are energy conservation, there would be 100 projects ranked from 1 to 100. (It is assumed, however, by definition that all Class I projects are a higher priority than Class II projects). Note that individual prioritization of Class II projects beyond the first 100 total projects is optional.
9. The four major categories or types of building renewal requests (deferred repair, fire and life safety, ADA and energy conservation) should each be prioritized along with the new construction, renovation, land acquisition and major equipment purchase projects on the Capital Construction Request Summary screen. For example, fire and life safety might be priority number 1, deferred repair might be number 2, ADA might be number 3, energy conservation might be number 4, and construction of a new office building might be number 5.

It should be noted that no additional capital construction and/or renewal budget submission should be necessary in mid-biennium. With the exception of projects or emergencies not included in the Class I request, or significant changes in priorities, no additional submission should be required in the summer or fall of 2009. Agencies should be far enough along on preventive maintenance plans that the vast majority of renewal requests will be known and scheduled for the September 15, 2008, budget request submission, minimizing future emergency requests. The Task Force for Building Renewal will continue to accept true emergency requests throughout the year.

When identifying projects and buildings, please use the state-assigned building "tag" numbers.

The Task Force for Building Renewal is continuing its cooperative funding approach for this request cycle.

Definitions and Classifications of Project Requests for Deferred Building Renewal

- 1. FIRE/LIFE SAFETY:** Requests to correct or repair structural, mechanical, or other defects in a building or its components, or utility systems which endanger the lives or health of state employees or the general public. Such requests bring the facilities, components, or utility systems into compliance with current fire safety, life safety, and hazardous materials abatement requirements, and provide a safer structural environment. Requests for funding to provide fire/life-safety improvements are divided into two classes:

Class I Building or utility system changes/modifications which are required to rectify a situation where the health and well-being of the occupants of a building are immediately, directly, and clearly imperiled, or where local, state or federal code officials have determined certain fire/life-safety improvements are needed immediately in order to ensure the safety of building occupants or users.

Class II Other building changes/modifications which may be necessary to comply with fire/life-safety codes and to avoid potential danger to the health and safety of the building occupants.

- 2. DEFERRED MAINTENANCE:** Requests to repair structural or mechanical defects that would endanger the integrity of a building, utility system or their components or allow the unwanted penetration of a building or system by the outdoor elements. Requests for funding of deferred repair projects are divided into two classes:

Class I Items for immediate action to avoid unwanted penetration of a building by outdoor elements and to avoid costly damage to a building, utility system or their components. If these projects are not addressed, it could very possibly stop a program or a service from being achieved due to a building or utility system failure.

Class II Items of imperative need to correct problems that if neglected will quickly deteriorate further into Class I items, or that must be done to provide efficient use of the facility or system.

- 3. AMERICANS WITH DISABILITIES ACT (ADA):** Requests provide building and program accessibility for disabled and physically challenged individuals and bring a building into compliance with the Federal Americans With Disabilities Act of 1990. Requests should be limited to structural modifications to buildings or other requests normally handled through the capital construction process. Minor pieces of equipment, computer modifications, and other non-capital items should be included in the operating budget request. Requests for funding to provide accessibility for the disabled and physically challenged are divided into two classes:

Class I Structural changes/modifications which have been clearly found to be necessary to comply with the Americans With Disabilities Act of 1990 or which have been

deemed necessary by physically challenged individuals in order to work or gain program access in a facility.

Class II Other structural changes or modifications which may be necessary to comply with Americans with Disabilities Act (ADA) federal law.

4. ENERGY CONSERVATION: Requests whose primary emphasis is the reduction of energy consumption by a building, utility system or their components. The objectives of the conservation request, along with financing options, should be included in requested projects. Requests for funding of energy conservation projects are divided into two classes:

Class I Items for immediate action to correct deficiencies creating excessive use of energy resources. Projects for which energy conservation measure funding applications have been or are planned to be submitted to the Nebraska Energy Office should be included in this category. Simple payback should be five (5) years or less.

Class II Items which if not addressed will create an additional strain on energy resources and which if accomplished would result in operating expenditure reductions. Simple payback should be five (5) to ten (10) years.

Capital Construction Reaffirmation Request Instructions

Purpose

- To summarize Reaffirmation requests related to previously funded capital construction projects. This screen shows total project costs, prior and current expenditures and future funding needs for each project.

Getting Started

In the left-margin Menu, under **Capital Construction/Building Renewal**, click on “**Reaffirmations.**” The **Capital Construction Reaffirmations** Screen will appear.

- **Budget Cycle** defaults to the current cycle.
- Select **Agency, Division (if applicable), and Version** from the options that have been assigned to you (see Time-Saver Tip on the right margin).

Create a New Reaffirmation Request

1. Click on **New**. This will create a Capital Construction Reaffirmation Request.

Project Title	Program#	LB#	Sec#	Total	Prior Exp	FY09 App/Reap	FY10 Reafirm	FY11 Reafirm	Add Reafirm	Delete
Facade Replacement	921	123	3	\$215,000		100,000	100,000	15,000		
GOVERNOR'S MANSION RENOVATION	938	123	5	\$230,000	10,000	120,000	50,000	50,000		
Second Floor Renovation	921	320	45	\$175,000	25,000	25,000	50,000	50,000	25,000	
Total Request				\$620,000	\$35,000	\$245,000	\$200,000	\$115,000	\$25,000	

2. Select a **Program**. Only the 900 series programs (i.e. capital construction programs) assigned to the user will be displayed. If the desired program is not found, please contact the State Budget Division to have one created.

- Enter a **Project Name**.
- Enter the Bill Number (LB #) reference, along with the year of the legislation and the bill section that authorizes the Project identified above.

3. Continuing on the **Request** tab, enter amounts as needed in fields provided (see screenshot below), beginning with Prior Year Expenditures (Project-to-Date through FY 2007-08) and the Base Year (FY 2008-09) Appropriation/Reappropriation, then add reaffirmation request amounts for FY 2009-10, FY 2010-11, and Future (Additional Reaffirmation).

4. Enter **Funding** amounts for the reaffirmation request (General, Cash, NCCF, etc.) as needed for all columns. Once completed, Total Funding must match Total Request in each column.

- Click **Save** to commit the data entered to the database and check for Variances.
- Variances do not need to be resolved in order to save. However, all Variances must be resolved before your budget request can be submitted.

LB#	Year	Sec#	Total	Prior Exp	FY09 Appr/Reappr	FY10 Reafirm	FY11 Reafirm
320	2007	45	\$175,000	25,000	25,000	50,000	50,000

Total Funding	Total	Prior Exp	FY09 Appr/Reappr	FY10 Reafirm	FY11 Reafirm
General Fund	\$0				
Cash Fund	\$100,000	25,000	25,000	25,000	25,000
Federal Fund	\$75,000			25,000	25,000
Revolving Fund	\$0				
Other Fund	\$0				
NCCF	\$0				
Total Funding	\$175,000	\$25,000	\$25,000	\$50,000	\$50,000

Variance	Total	Prior Exp	FY09 Appr/Reappr	FY10 Reafirm	FY11 Reafirm
Total Request	\$175,000	25,000	25,000	50,000	50,000
Total Funding	\$175,000	25,000	25,000	50,000	50,000
Variance	\$0	0	0	0	0

Start-Up TIP

If any of the drop-down menus fails to show expected choices, you may need to have your **Security** settings adjusted.

Contact your agency administrator or the State Budget Division for assistance.

Time-Saver TIP

Set default options to avoid repetitive selections of **Agency, Division** and **Version**. Go to **User Options** in the upper right corner of any screen. Once your selections are made, press **Save**.

Space-Saver TIP

Free up screen space by Selecting **Hide Menu** in the upper left corner of any screen. Select **Show Menu** to bring back to left-margin menu.

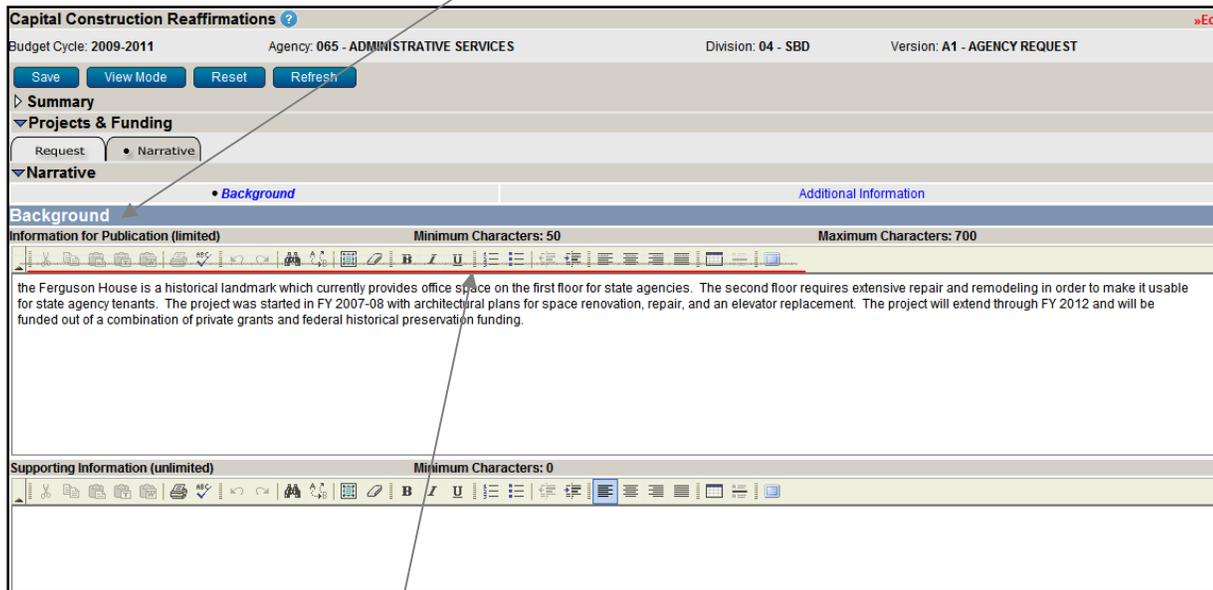
Capital Construction Reaffirmation Request Instructions

Other Buttons:

- Click **Refresh** to calculate Request and Funding Totals.
- Click **Save** frequently to commit your changes to the database.
- Click **Reset** to clear all amounts entered on the screen since the last save.

5. Select the **Narrative** tab to provide a short history, or background, on the financing of the project as well an explanation of changes in the scope of the project or its cash flow, if any. The Reaffirmations narrative includes two tabs. See the Narrative Content section below for content guidelines on each tab.

- The narrative tab currently selected appears in the **information bar**.
- Narrative tabs with two edit windows are limited to a minimum and maximum number of characters which is pre-defined based on the screen. Text in the limited edit windows should be viewed as a summary of what is presented in the second, unlimited text window. The limited windows is intended to be included in various standardized reports that will be generated from the system, such as the Governor's budget recommendations.
- The **Background** tab contains two edit windows. The **Additional Information** tab provides a single, unlimited text window.



- Use the edit window **button bar** for standard word processing features. If any of the buttons look unfamiliar, point your mouse over the icon for a description of that feature. The  (i.e., **Maximize the Editor Size**) button simply toggles you back and forth from full-screen editor mode to the normal screen.
- **Copy and Paste** text into the edit windows using either the Ctrl-C and Ctrl-V features, or the  buttons on the left side of the edit window's button bar. To provide consistent formatting, a standard font style and size will be applied on Save.
- **Attach supporting files** (e.g., organizational chart graphics, picture/sound files, etc.) by clicking the **Browse...** button to locate the desired file and then clicking the **Attach** button. Attachments should not be referenced in the limited, Information for Publication edit window as the attachments will not be included with all reports.

Formatting TIP
Avoid the use of *hard returns* when entering narrative text. Using hard returns prevents normal text "wrap" and hinders publication.

CAUTION: You must click **Save** whenever exiting a screen or risk losing unsaved data. Save frequently to avoid data loss.

Capital Construction Reaffirmation Request Instructions

Edit an Existing Reaffirmation Request

1. While in View Mode, click an existing reaffirmation request's **Project Title** from the projects listed in the **Summary by Agency** tab or **Summary by Program** tab under the **Summary** section of the screen. This will open the project's detail information.

Administrative Services State Budget Division
NEBRASKA BUDGET REQUEST AND REPORTING SYSTEM

Home | Budget Division | Budget Instructions | Training Resources | FAQ

Home > Capital Construction and Building Renewal > Capital Construction Reaffirmations

Hide Menu (Processed in 5 ms)

Operating Budget Request

Capital Construction/ Building Renewal

Request Summary

Reaffirmations

Cap. Const. Projects

Bldg. Renew. Projects

Information Technology

Administration

Support Tables

Capital Construction Reaffirmations

Budget Cycle: 2009-2011 Agency: 065 - ADMINISTRATIVE SERVICES Division: 04 - SBD Version: A1 - AGENCY REQUEST

New Edit

Summary

Summary By Agency Summary By Program

Project Title	Program#	LB#	Sec#	Total	Prior Exp	FY09 App/Reap	FY10 Reafirm	FY11 Reafirm	Add Reafirm
Renovate Second Floor	921	320	42	\$260,000	10,000	50,000	100,000	100,000	
Ferguson House Visitor Center	921	1060	1	\$700,000		200,000	500,000		
Governor's Residence Arboretum	938	320	12	\$275,000		25,000	200,000	50,000	
Total Request				\$1,235,000	\$10,000	\$275,000	\$800,000	\$150,000	\$0

- Click **Edit** to begin making any desired changes.
- Follow Steps 3-5 under Create a New Reaffirmation Request to continue editing the existing project.

Reaffirmation Project - Narrative Content

Background – Provides a brief description and a short history of the project. Prior funding amounts should be identified as well as the anticipated length of the project, completion date, and any changes in the overall scope, cost, or timing of the project since it was originated.

Additional Information – Includes any other information which may assist in understanding the request.

Building Renewal Project Request Instructions

Purpose

- To identify Building Renewal Project Request for specific buildings by four major types: Deferred Repair, Energy Conservation; Fire/Life Safety, and ADA (Americans with Disabilities Act compliance). Project costs are categorized as Class I (occurring in FY 2009-10) or Class II (occurring in FY 2010-11). The screen also identifies the percent of the total project cost to be financed by the agency's cooperative funding including the specific fund types to be used by the agency.

Getting Started

In the left-margin Menu, under **Capital Construction/Building Renewal**, click on "Bldg. Renew. Projects." The **Building Renewal Request** Screen will appear.

- **Budget Cycle** defaults to the current cycle.
- Select **Agency, Division (if applicable), and Version** from the options that have been assigned to you (see Time-Saver Tip on the right margin).

Start-Up TIP

If drop-down menus fail to show expected choices, you may need to have your **Security** settings adjusted.

Contact your agency administrator or the State Budget Division for assistance.

Create a New Building Renewal Project Request

1. Click on **New**. This will create a new Building Renewal Project.

Building/Land Description	Project#	Priority	Total	Class I	Class II
TRAINING/ADMINISTRATION BLDG.	Fire Alarm Upgrade	1	\$40,000	40,000	
EXECUTIVE BUILDING	Elevator Upgrade/ADA	2	\$40,000	30,000	10,000
Total Request			\$80,000	\$70,000	\$10,000

Cooperative Funding	Total	FY10 Class I	FY11 Class II
General Fund	\$8,000	7,000	1,000
Cash Fund	\$0	0	0
Federal Fund	\$0	0	0

- Click on **Search Building/Land** to open a search screen. Enter the criteria for the search in any of the available fields such as Tag#, Asset Description, Site, etc.

Select	Tag Number	Description	Site	Site Description	Loc1	Loc2	Loc3
Select	65B0011700B	EAST PARKING GARAGE			1501 'M' STREET		
Select	65B00004L	EAST PARKING GARAGE (65)				LINCOLN 000068509	
Select	65B0011703B	EAST PARKING GARAGE ADDITION			1501 'M' STREET		
Select	65B0175100B	EXECUTIVE BLDG. PARKING GARAGE			13TH & 'K' STREETS		
Select	65B0011800B	SOUTH PARKING GARAGE			1401 'L' STREET		
Select	65B00003L	SOUTH PARKING GARAGE (65)				LINCOLN 000068509	

- Click **Search**. Find the Building/Land you wish to identify from the search results. Click **Select**. This will return you to the project screen with the selected building/land identified.
 - Select a **Project** name from the pre-populated drop down list of common projects. Alternatively, you may select **New** to create a more unique project name. If a New project name is created, select a **Project Code** from among the Building Renewal Task Force defined drop-down list of codes.
2. Check the appropriate box(es) if the project is a **Duplicate Project** (part of, or related to, a Capital Construction Project Request); an **Emergency Request** (requiring attention prior to start of the 2009-2011 biennium); or a **Materials Only Request** (labor provided by the agency). **Note:** See instructions below for setting the project's **Priority Number**.
 3. Continuing on the **Request** tab, enter project amounts as needed in the fields provided (see screenshot below) for each project type (Deferred Repair, Energy Conservation, etc.) under the Class I (FY 2009-10) and/or Class II (FY 2010-11) columns.
 - Enter the **Cooperative Funding** percentage (the percentage of the Building Renewal Project total cost that the agency will be providing from their operating budget, as opposed to the portion of the cost to be covered by the Task Force for Building Renewal). Click **Set**. This will calculate the project funding to come from 309 Taskforce Funding and from agency Cooperative Funding.

Time-Saver TIP

Set default options to avoid repetitive selections of **Agency, Division and Version**. Go to **User Options** in the upper right corner of any screen. Once your selections are made, press **Save**.

Space-Saver TIP

Free up screen space by Selecting **Hide Menu** in the upper left corner of any screen. Select **Show Menu** to bring back the left-margin menu.

Building Renewal Project Request Instructions

Request

Request Narrative

Building/Land: 65B00010L -DOWNTOWN ED. CTR./STATE OFF Search Building/Land Project: REPLACE WINDOWS

Priority: 3 Duplicate Project? Emergency Request? Materials Only? Project Code: T3C - ENERGY CONSERVATION

	Total	FY10 Class I	FY11 Class II
DEFERRED REPAIR	\$0		
ENERGY CONSERVATION	\$35,000	25,000	10,000
FIRE/LIFE SAFETY	\$0		
ADA	\$0		
Total Request	\$35,000	\$25,000	\$10,000

Save View Mode Reset Refresh

Cooperative Funding Percentage: 10.0 Set

Funding	Total	FY10 Class I	FY11 Class II
LB 309 Task Force Funding	\$31,500	22,500	9,000
Cooperative Fund	\$3,500	2,500	1,000
Total Funding	\$35,000	\$25,000	\$10,000

Cooperative Funding	Total	FY10 Class I	FY11 Class II
General Fund	\$0		
Cash Fund	\$3,500	2,500	1,000
Federal Fund	\$0		
Revolving Fund	\$0		
Other Fund	\$0		
NCCF	\$0		
Total Cooperative Funding	\$3,500	\$2,500	\$1,000

4. Enter amounts under **Cooperative Funding** (General, Cash, etc.) as needed for both columns. Once completed, the Total Cooperative Funding must match the Cooperative Fund amount in each column in the Funding section calculated above.

- Click **Save** to commit the data entered to the database and check for Variances.
- Variances do not need to be resolved in order to save. However, all Variances must be resolved before your budget request can be submitted.

Other Buttons:

- Click **Refresh** to calculate Request and Funding Totals.
- Click **Save** frequently to commit your changes to the database.
- Click **Reset** to clear all amounts entered on the screen since the last save.

5. Select the project's **Narrative** tab to provide detailed explanation and justification for each individual Building Renewal Project Request. The narrative provides the basic information for the Task Force for Building Renewal to begin evaluation of the project. See the Narrative Content section below for content guidelines on each tab.

- The narrative tab currently selected appears in the **information bar**.
- Narrative tabs with two edit windows are limited to a minimum and maximum number of characters which is pre-defined based on the screen. Text in the limited edit windows should be viewed as a summary of what is presented in the second, unlimited text window. The limited window is intended to be included in various standardized reports that will be generated from the system, such as the Governor's budget recommendations.
- The **Description** and the **Justification** tabs contain two edit windows. The **Project Status and Time Schedule** and the **Additional Information** tabs each provide a single, unlimited text window.

Request

Request Narrative

Narrative

Description Justification Project Status and Time Schedule Additional Information

Description

Information for Publication (limited) Minimum Characters: 50 Maximum Characters: 700

The Executive Building elevator is in need of repair and renovation to accommodate ADA standards. The State Building Division will contribute 20% of the cost of the work and is seeking the remaining funding from the Taskforce for Building Renewal. The Project will begin in FY 2009-10 and be completed in FY 2010-11.

Supporting Information (unlimited) Minimum Characters: 0

Formatting TIP
 Avoid the use of *hard returns* when entering narrative text. Using hard returns prevents normal text "wrap" and hinders publication.

Building Renewal Project Request Instructions

- Use the edit window **button bar** for standard word processing features. If any of the buttons look unfamiliar, scroll your mouse over the icon for a description of that feature. The  (i.e., **Maximize the Editor Size**) button simply toggles you back and forth from full-screen editor mode to the normal screen.
- **Copy and Paste** text into the edit windows using either the Ctrl-C and Ctrl-V features, or the   buttons on the left side of the edit window's button bar. To provide consistent formatting, a standard font style and size will be applied on Save.
- **Attach supporting files** (e.g., organizational chart graphics, picture/sound files, etc.) by clicking the  button to locate the desired file and then clicking the  button. Attachments should not be referenced in the limited, Information for Publication edit window as the attachments will not be included with all reports.

CAUTION: You must click  whenever exiting a screen or risk losing unsaved data. Save frequently to avoid data loss.

Edit an Existing Building Renewal Project Request

1. While in View Mode, click an existing project's **Building/Land Description** from the **Summary** section of the screen. This will open the project's detail information.
 - Click  to begin making any desired changes.
 - Follow Steps 2-5 under Create a New Building Renewal Project Request to continue editing the existing project.



Building/Land Description	Project	Priority	Total	Class I	Class II	Delete
ADMINISTRATION & SCHOOL BLDG.	ELEVATOR UPGRADE/ADA	1	\$200,000	200,000	0	
DOWNTOWN ED. CTR./STATE OFFICE	REPLACE WINDOWS	3	\$35,000	25,000	10,000	
EAST PARKING GARAGE (65)	MASONRY REPAIRS	4	\$100,000	50,000	50,000	
GEORGE JOSLYN HOUSE (CASTLE)	VINYL SIDING	5	\$500,000	500,000	0	
Total Request			\$835,000	\$775,000	\$60,000	

Building Renewal Request - Narrative Content

Description - Provides the "What" for the project. An general overview of the project, as well as a description of the objectives of the project. This narrative also explains how the project type was determined, such as Deferred Repair, ADA, etc. It should also identify the percentage of agency Cooperative Funding.

Justification - Provides the "Why" for the project. What is the basis or need for the project and what are the consequences of not doing the project and the benefits of doing it?

Project Status and Time Schedule - Describes the various phases of the project and provides a proposed construction timetable. Also describe whether the project is part of a Capital Construction Project Request.

Additional Information - Includes any other information which may assist in understanding the project request.

Building Renewal Project Request Instructions

Edit Priorities

NOTE: All Class I Building Renewal Project Requests require a unique **Priority** number. All Class I and Class II Projects, up to the first 100, regardless of class, must have a unique **Priority** number.

1. While in View Mode, click **Edit Priorities Only**. This will allow entry of a number in the **Priority** field for each project.
 - You can sort the projects by **Building/Land Description**, **Project** Description, or **Priority** number, by clicking on the applicable column heading.
2. Enter the priority for each project in the box under **Priority**. Click **Save Priorities**.
 - Priority numbers are not required in order to save. However, a priority number, where required, must be present before your budget request can be submitted (see Note above for specific requirements).

Building Renewal Request ? »Edit

Budget Cycle: 2009-2011 Agency: 065 - ADMINISTRATIVE SERVICES Division: 04 - SBD Version: A1 - AGENCY REQUEST

Save Priorities **View Mode** **Reset**

Summary

- Summary By Agency

Building/Land Description	Project	Priority	Total	Class I	Class II
ADMINISTRATION & SCHOOL BLDG.	ELEVATOR UPGRADE/ADA	<input type="text" value="1"/>	\$200,000	200,000	0
DOWNTOWN ED. CTR./STATE OFFICE	REPLACE WINDOWS	<input type="text" value="2"/>	\$35,000	25,000	10,000
EAST PARKING GARAGE (65)	MASONRY REPAIRS	<input type="text" value="3"/>	\$100,000	50,000	50,000
GEORGE JOSLYN HOUSE (CASTLE)	VINYL SIDING	<input type="text" value="4"/>	\$500,000	500,000	0
Total Request			\$835,000	\$775,000	\$60,000

Save Priorities **View Mode** **Reset**

Capital Construction Project Request Instructions

Purpose

- To provide detailed information on the funding requirements of individual capital construction projects, provide narrative substantiating the request, and to provide anticipated operating costs and revenues for the facility once the construction or major renovation project is completed. Agencies should submit a Capital Construction Request for new projects if the work transcends routine maintenance. Key tests for whether a Capital Construction Request is required are: a) does the Project extend the life of existing facilities; b) does the Project have a significant fiscal impact which would not routinely be part of the Operating Budget; c) does the Project represent an expenditure that is not made routinely every seven years or less for minor repair and maintenance; and d) does the Project change the nature or scope of programs.

Getting Started

In the left-margin Menu, under **Capital Construction/Building Renewal**, click on **“Cap. Const. Projects.”** The **Capital Construction Project Request** Screen will appear.

- **Budget Cycle** defaults to the current cycle.
- Select **Agency, Division** (if applicable), and **Version** from the options that have been assigned to you (see Time-Saver Tip on the right margin).

Start-Up TIP

If any of the drop-down menus fails to show expected choices, you may need to have your **Security** settings adjusted.

Contact your agency administrator or the State Budget Division for assistance.

Create a New Project Request

1. Click on **New**. This will create a new Capital Construction Project Request. **Note:** The Project's **Priority Number** will be set later on the Capital Construction Request Summary screen.

Building/Land Description	Program#	Priority	Total	Prior Exp	FY09 App/Reap	FY10 Reafm
1717 'J' STREET	902 - BUDGET FACILITIES CONTROL	0	\$388,790		15,000	74,...
Total Request			\$388,790	\$0	\$15,000	\$74,...

Time-Saver TIP

Set default options to avoid repetitive selections of **Agency, Division** and **Version**. Go to **User Options** in the upper right corner of any screen. Once your selections are made, press **Save**.

2. Select a **Program**. Only the 900 series programs (i.e. capital construction programs) assigned to the user will be displayed. If the desired program is not found, please contact the State Budget Division to have one created.
 - Click on **Search Building/Land** to open a search screen. Enter the criteria for the search in any of the available fields such as Tag#, Asset Description, Site, etc.

Select	Tag Number	Description	Site	Site Description	Loc1	Loc2	Loc3
Select	65B0011700B	EAST PARKING GARAGE			1501 'M' STREET		
Select	65B00004L	EAST PARKING GARAGE (65)				LINCOLN 000068509	
Select	65B0011703B	EAST PARKING GARAGE ADDITION			1501 'M' STREET		
Select	65B0175100B	EXECUTIVE BLDG. PARKING GARAGE			13TH & 'K' STREETS		
Select	65B0011800B	SOUTH PARKING GARAGE			1401 'L' STREET		
Select	65B00003L	SOUTH PARKING GARAGE (65)				LINCOLN 000068509	

Space-Saver TIP

Free up screen space by selecting **Hide Menu** in the upper left corner of any screen. Select **Show Menu** to bring back the left-margin menu.

- Click **Search**. Find the Building/Land you wish to identify from the search results. Click **Select**. This will return you to the project screen with the selected building/land identified.

3. Select the project's **Request** tab.

Capital Construction Project Request Instructions

- Enter project amounts as needed in the fields provided (see screenshot below), beginning with Prior Year Expenditures (Project-to-Date through FY 2007-08) and the Base Year (FY 2008-09) Appropriation/Reappropriation, then add request amounts for FY 2009-10, FY 2010-11, and Future.

Project Cost Categories:

- Program Planning** - anticipated professional fees and related costs required to develop a program Statement and to document the need for a specific project.
- Professional Fees** - all professional services necessary for the proper implementation of a Project. This includes costs for schematics; preliminary plans; contract documents; legal costs; services by Engineers and Architects hired outside the Agency; and services performed by agency personnel such as project management and inspections. As a guideline, Professional Fees generally comprise 7% - 10% of the construction cost of a Project.
- Construction** - estimates for the complete implementation of the Project on a fiscal year cash flow basis. Includes cost of General/Mechanical work; Electrical/Elevator; Fixed Equipment; and Utility Connections and Site Work.
- Miscellaneous** - includes costs for Moveable Furniture and Equipment; Technical Equipment specific to the building use; Land Acquisition (if applicable); Art Work (general guideline is 1% of the **Construction** total, less \$500,000 for new construction or \$250,000 for remodeling of an existing facility); and Contingency costs (which should be based on 5% - 10% of **Construction** total).

▼Projects & Funding						
Program: 920 - EXECUTIVE BUILDING PURCHASE		Building/Land: 6580259200B -EXECUTIVE BUILDING		Search Building/Land		
<input type="radio"/> Request <input type="radio"/> Narrative <input type="radio"/> Operating Costs						
Priority: 0						
Program Planning						
	Total	Prior Exp	FY09 Appr/Reappr	FY10 Request	FY11 Request	Future Add Request
Program	\$50,000	50,000				
Total	\$50,000	\$50,000	\$0	\$0	\$0	\$0
Professional Fees						
	Total	Prior Exp	FY09 Appr/Reappr	FY10 Request	FY11 Request	Future Add Request
Architect/ Engineers	\$30,000		30,000			
In-house Services	\$0					
Total	\$30,000	\$0	\$30,000	\$0	\$0	\$0
Construction						
	Total	Prior Exp	FY09 Appr/Reappr	FY10 Request	FY11 Request	Future Add Request
General/ Mechanical/ Electrical/ Elevator	\$5,000,000			4,000,000	1,000,000	
Fixed Equipment	\$410,000			400,000	10,000	
Utility Connect/ Site Work	\$50,000			50,000		
Total	\$5,460,000	\$0	\$0	\$4,450,000	\$1,010,000	\$0
Miscellaneous						
	Total	Prior Exp	FY09 Appr/Reappr	FY10 Request	FY11 Request	Future Add Request
Moveable Equipment	\$450,000				450,000	
Special or Technical Equipment	\$10,000				10,000	
Land Acquisition	\$0					
Art Work	\$0					
Other	\$0					
Project Contingency	\$0					
Total	\$460,000	\$0	\$0	\$0	\$460,000	\$0
Total Request	\$6,000,000	\$50,000	\$30,000	\$4,450,000	\$1,470,000	\$0

Time-Saver TIP
 Point your mouse over the **Building/Land** description to see additional details about the building, such as Site, Site Description, and location information.

- Enter **Funding** amounts for the project (General, Cash, NCCF, etc.) as needed for all columns. Once completed, Total Funding must match Total Request in each column.

- Click **Save** to commit the data entered to the database and check for Variances.
- Variances do not need to be resolved in order to save. However, all Variances must be resolved before your budget request can be submitted.

Funding						
	Total	Prior Exp	FY09 Appr/Reappr.	FY10 Request	FY11 Request	Future Add Request
General Fund	\$6,000,000	50,000	30,000	4,450,000	1,470,000	
Cash Fund	\$0					
Federal Fund	\$0					
Revolving Fund	\$0					
Other Fund	\$0					
NCCF	\$0					
Total Funding	\$6,000,000	\$50,000	\$30,000	\$4,450,000	\$1,470,000	\$0
Variance						
	Total	Prior Exp	FY09 Appr/Reappr	FY10 Request	FY11 Request	Add Request
Total Request	\$6,000,000	50,000	30,000	4,450,000	1,470,000	0
Total Funding	\$6,000,000	50,000	30,000	4,450,000	1,470,000	0
Variance	\$0	0	0	0	0	0

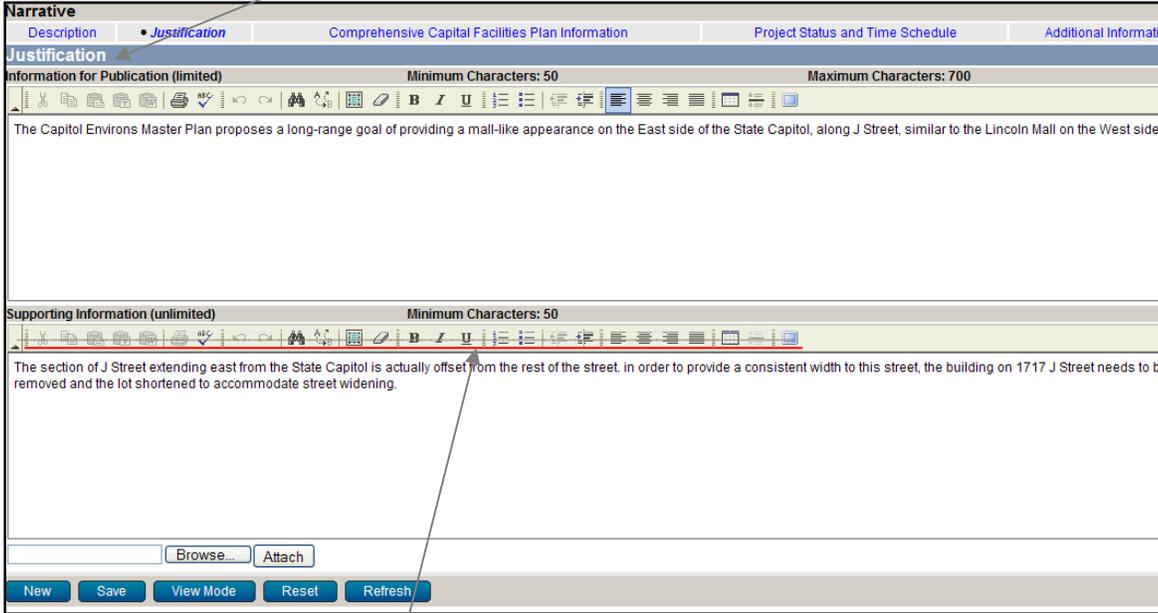
Other Buttons:

- Click **Refresh** to calculate Request and Funding Totals.
- Click **Save** frequently to commit your changes to the database.
- Click **Reset** to clear all amounts entered on the screen since the last save.

Capital Construction Project Request Instructions

6. Select the project's **Narrative** tab to provide the overall objectives and status of the project. The Capital Construction Project Request narrative includes five tabs. See the Narrative Content section below for content guidelines on each tab.

- The narrative tab currently selected appears in the **information bar**.
- Narrative tabs with two edit windows are limited to a minimum and maximum number of characters which is pre-defined based on the screen. Text in the limited edit windows should be viewed as a summary of what is presented in the second, unlimited text window. The limited window is intended to be included in various standardized reports that will be generated from the system, such as the Governor's budget recommendations.
- The **Description** and **Justification** tabs offer two edit windows. The **Comprehensive Capital Facilities Plan information, Project Status and Time Schedule, and Additional Information** tabs provide a single, unlimited text window.



- Use the edit window **button bar** for standard word processing features. If any of the buttons look unfamiliar, point your mouse over the icon for a description of that feature. The  (i.e., **Maximize the Editor Size**) button simply toggles you back and forth from full-screen editor mode to the normal screen.
- **Copy and Paste** text into the edit windows using either the Ctrl-C and Ctrl-V features, or by using the   buttons on the left side of the edit window's button bar. To provide consistent formatting, a standard font style and size will be applied on Save.
- **Attach supporting files** (e.g., organizational chart graphics, picture/sound files, etc.) by clicking the  button to locate the desired file and then clicking the  button. Attachments should not be referenced in the limited, Information for Publication edit window as the attachments will not be included with all reports.

CAUTION: You must click  whenever exiting a screen or risk losing unsaved data. Save frequently to avoid data loss.

Capital Construction Project - Narrative Content

Description – Provides the “What” for the project. An overview of the project as well as the general plan and timing and objectives of the project. Also reference or attach any additional information or reports (i.e. program statement)

Justification – Provides the “Why” for the project. What is the basis or need for the project and what are the consequences of not doing the project and the benefits of doing it.

Comprehensive Capital Facilities Plan Information – How the project conforms to the agency's master plan for capital construction. Also details any project costs beyond the 2-year biennial budget period.

Project Status and Time Schedule – Describes the various phases of the project and provides a proposed construction timetable.

Additional Information – Includes any other information which may assist in understanding the request.

Capital Construction Project Request Instructions

7. Select the project's **Operating Costs** tab. **Operating Costs** provides information relative to anticipated operating expenditures and revenues for the facility once the construction or major renovation project is completed. This should reflect the costs for the first year of operation of the facility, even if the first year of operation is a partial year, along with estimates for the two subsequent years.
8. Click on the Operating Costs **Request** tab. Two types of Expenditures are identified in this Section: Operating and Maintenance (**O&M**) costs, which are related to opening and operating the facility (utilities, custodial services, maintenance, grounds, etc.), and Programmatic (**Prog**) costs, which relate to the additional costs necessary to provide programs of service or function in the facility.
 - Select the operating **Program, Subprogram, and Starting FY** (for the 2009-2011 biennial request this defaults to 2012, if different enter here and click **Set**).
 - Under the **Permanent Salaries** section, add Job Codes as needed. If the Job Code is known enter the code and click **Add**, otherwise click . On the search screen, the Job Code field will search for codes that begin with what is entered while the Job Title field will search for the characters entered anywhere in the Title. Click on **Search**.
 - You may select multiple Job Codes from the search results. Click **Submit** to return to the previous screen with the selected Job Code(s).
 - Begin entering O&M FTE and Salary and/or Programmatic FTE and Salary amounts for each year shown.
 - Point your mouse over the Job Code to see the full Job Title.
 - Job Codes added unnecessarily can be deleted by clicking the button.
 - Click to commit the data entered to the database. The salary information will automatically be included in the 511100 Object under the **Request** section.

Projects & Funding

Program: 920 - EXECUTIVE BUILDING PURCHASE Building/Land: 65B0259200B - EXECUTIVE BUILDING

Request Narrative • Operating Costs

Variance

▼ Operating Costs

• Request Summary

▶ Request Summary

▼ Request Data

Program: 560 - STATE BUILDING DIVISION Subprogram: 024 - EXECUTIVE BUILDING

Starting FY: 2012

▼ Permanent Salaries

Job Code:

Job Code	FY12 O&M	FY12 O&M Req	FY12 O&M FTE	FY12 Prog	FY12 Prog Req	FY12 Prog FTE	FY13 O&M	FY13 O&M Req	FY13 O&M FTE	FY13 Prog	FY13 Prog Req	FY13 Prog FTE	FY14 O&M	FY14 O&M Req	FY14 O&M FTE	FY14 Prog	FY14 Prog Req	FY14 Prog FTE	Del
G09213				0.50	21,000					1.00	45,000				1.00	45,000			<input type="button" value="Del"/>
V84191	1.00	41,000					1.00	41,000					1.00	41,000					<input type="button" value="Del"/>
Totals	1.00	\$41,000		0.50	\$21,000		1.00	\$41,000		1.00	\$45,000		1.00	\$41,000		1.00	\$45,000		

▼ Request

Object Code:

Object Code	FY12 O&M Req	FY12 Prog Req	FY13 O&M Req	FY13 Prog Req	FY14 O&M Req	FY14 Prog Req	Del
511100	41,000	21,000	41,000	45,000	41,000	45,000	<input type="button" value="Del"/>
515100	2,000	1,100	2,000	2,100	2,000	2,100	<input type="button" value="Del"/>
515200	3,110	1,550	3,110	3,245	3,110	3,245	<input type="button" value="Del"/>
515400	24	12	24	24	24	24	<input type="button" value="Del"/>
515500	14,000	7,000	14,000	14,000	14,000	14,000	<input type="button" value="Del"/>
516300							<input type="button" value="Del"/>
521200		600		600		600	<input type="button" value="Del"/>
521400		1,200		1,200		1,200	<input type="button" value="Del"/>
534800	5,000		5,000		5,000		<input type="button" value="Del"/>
534900	1,000		1,000		1,000		<input type="button" value="Del"/>
Totals	\$66,134	\$32,462	\$66,134	\$66,169	\$66,134	\$66,169	

- Under the **Request** section, add Object Codes as needed. If the Object Code is known enter the code and click **Add**, otherwise click . On the search screen, the Object Code field will search for codes that begin with what is entered while the Object Description field will search for the characters entered anywhere in the Description. Click on **Search**.
- You may select multiple Job Codes from the search results. Click **Submit** to return to the previous screen with the selected Object Code(s).
- Begin entering O&M and/or Programmatic expenditure estimates for each year shown.
- Point your mouse over the Object Code to see the full Object Description.
- Object Codes added unnecessarily can be deleted by clicking the button.
- Click to commit the data entered to the database.

Capital Construction Project Request Instructions

Funding

Total Funding	FY12 O&M Fund	FY12 Prog Fund	FY13 O&M Fund	FY13 Prog Fund	FY14 O&M Fund	FY14 Prog Fund
General Fund						
Cash Fund	66,134	32,462	66,134	66,169	66,134	66,169
Federal Fund						
Revolving Fund						
Other Fund						
Total	\$66,134	\$32,462	\$66,134	\$66,169	\$66,134	\$66,169
PSL Request	\$41,000	\$21,000	\$41,000	\$45,000	\$41,000	\$45,000

Variance

	FY12 O&M	FY12 Prog	FY13 O&M	FY13 Prog	FY14 O&M	FY14 Prog
Total Request	66,134	32,462	66,134	66,169	66,134	66,169
Total Funding	66,134	32,462	66,134	66,169	66,134	66,169
Variance	0	0	0	0	0	0

Revenue Codes

Revenue Code: Add Search Revenue Codes

Object Code	FY12 O&M Req	FY12 Prog Req	FY13 O&M Req	FY13 Prog Req	FY14 O&M Req	FY14 Prog Req	Del
471100							
Totals	\$0	\$0	\$0	\$0	\$0	\$0	

Save View Mode Reset Refresh

9. Enter amounts under **Funding** (General, Cash, etc.) as needed for all columns. Once completed, Total Funding must match Total Request in each column.

- Click **Save** to commit the data entered to the database and check for Variances.
- Variances do not need to be resolved in order to save. However, all Variances must be resolved before your budget request can be submitted.

10. If the facility will generate revenue (such as rent) once the project is completed, revenue estimates should be entered under the **Revenue Codes** section.

- If the revenue Object Code is known enter the code and click **Add**, otherwise click Search Revenue Codes. On the search screen, the Revenue Code field will search for codes that begin with what is entered while the Description field will search for the characters entered anywhere in the description. Click on **Search**.
- You may select multiple Object Codes from the search results. Click **Submit** to return to the previous screen with the selected Revenue Code(s).
- Begin entering revenue estimates for each year shown.
- Point your mouse over the Code to see the full Description.
- Revenue Object Codes added unnecessarily can be deleted by clicking the button.
- Click **Save** to commit the data entered to the database.

Revenue Codes

Revenue Code: Add Search Revenue Codes

Object Code	FY12 O&M Req	FY12 Prog Req	FY13 O&M Req	FY13 Prog Req	FY14 O&M Req	FY14 Prog Req	Del
471100		10,000		15,000		15,000	
Totals	\$0	\$10,000	\$0	\$15,000	\$0	\$15,000	

Save View Mode Reset Refresh

NOTE: The Operating Costs **Summary** tab displays the Request and Funding data in summary fashion, by year. No data entry is required on this screen.

Edit an Existing Project Request

1. While in View Mode, click an existing project's **Building/Land Description** from the **Summary** section of the screen. This will open the project's detail information. Click **Edit** to begin making any desired changes.
- Follow Steps 3-10 under **Create a New Project Request** above to continue editing the existing project.

Summary

Summary By Agency

Building/Land Description	Program#	Priority	Total	Prior Exp	FY09 App/Reap	FY10 Request	FY11 Request	Future Request	Delete
JOSLYN PROPERTY, OMAHA (65)	914 - OBSOLETE PROGRAM	0	\$2,200,000			2,200,000			
STATE CAPITOL SITE (65)	921 - FERGUSON HOUSE REPAIRS	5	\$6,567,047,111	91,356	878,978	343,434	78,798	6,565,654,545	
EXECUTIVE BUILDING	920 - EXECUTIVE BUILDING PURCHASE	0	\$6,000,000	50,000	30,000	4,450,000	1,470,000		
NEBRASKA STATE OFFICE BUILDING	921 - FERGUSON HOUSE REPAIRS	3	\$20,000	5,000	10,000	5,000			
DUMMY - 4TH SPACE PLANNING	921 - FERGUSON HOUSE REPAIRS	4	\$1,147,500	2,500	150,000	995,000			
NEBRASKA STATE OFFICE BUILDING	914 - OBSOLETE PROGRAM	0	\$21,500,000		21,500,000				
Total Request			\$6,597,914,611	\$148,856	\$22,568,978	\$7,993,434	\$1,548,798	\$6,565,654,545	

Capital Construction Request Summary Instructions

Purpose

- The Capital Construction Request Summary shows all of the Capital Construction Project Requests entered by the agency. It also reflects the totals of all of the Building Renewal Projects, by Category - ADA, Fire/Life Safety, Deferred Repair, and Energy Conservation. The Request Summary screen is used by an agency to designate its capital construction priorities.

Time-Saver TIP
Set default options to avoid repetitive selections of **Agency, Division** and **Version**. Go to **User Options** in the upper right corner of any screen. Once your selections are made, press **Save**.

Getting Started

In the left-margin Menu, under **Capital Construction/Building Renewal**, click on **“Request Summary.”** The **Capital Construction Request Summary** Screen will be loaded.

- **Budget Cycle** defaults to the current cycle.
- Select **Agency** and **Version** from the options that have been assigned to you (see Time-Saver Tip on the right margin).

1. Select **“All Assets”** from the **Building/Land** drop-down. This will provide a list of all capital construction projects and building renewal categories. Click **Edit**. This will allow you to set the **Priority** number for each capital construction request relative to the building renewal categories.

Description	Priority	Program	Program Name	Total	Prior Exp	FY09	Appr/Reappr	FY10	Request	FY11	Request	Future Request
FIRE/LIFE SAFETY	0			\$0					\$0		\$0	
ADA	0			\$0					\$0		\$0	
ENERGY CONSERVATION	1			\$35,000					\$25,000		\$10,000	
DEFERRED REPAIR	2			\$800,000					\$750,000		\$50,000	
NEBRASKA STATE OFFICE BUILDING	3	921	FERGUSON HOUSE REPAIRS	\$20,000	\$5,000		\$10,000		\$5,000			
JOSLYN PROPERTY, OMAHA (65)	4	913	PARKING EXPANSION	\$2,200,000					\$2,200,000			
EXECUTIVE BUILDING	5	920	EXECUTIVE BUILDING PURCHASE	\$6,000,000	\$50,000		\$30,000		\$4,450,000		\$1,470,000	
NEBRASKA STATE OFFICE BUILDING	6	933	CAPITOL ENVIRONS PROP ACQUIS.	\$21,500,000			\$21,500,000					
Total				\$30,555,000	\$55,000		\$21,540,000		\$7,430,000		\$1,530,000	\$0

- Within the **Request** section, projects may be sorted by **Description**, by **Priority** number, or by **Program**. Simply click on one of those column headings to re-sort the list in the desired order.
- Enter a unique **Priority** number for each project or building renewal category. Rows with \$0 Total cost do not need to be prioritized.

2. Select the **Narrative** section of the screen (the blue triangle expands/collapses the section). Use the Narrative to provide explanation of your agency's priorities for capital construction and to highlight any critical policy or other issues that relate to the construction priorities.

- The **Explanation of Priorities** tab contains single, unlimited edit window.

Formatting TIP
Avoid the use of **hard returns** when entering narrative text. Using hard returns prevents normal text "wrap" and hinders publication.

- Use the edit window **button bar** for standard word processing features. If any of the buttons look unfamiliar, scroll your mouse over the icon for a description of that feature. The (i.e., **Maximize the Editor Size**) button simply toggles you back and forth from full-screen editor mode to the normal screen.
- **Copy and Paste** text into the edit windows using either the Ctrl-C and Ctrl-V features, or by using the buttons on the left side of the edit window's button bar. To provide consistent formatting, a standard font style and size will be applied on Save.
- **Attach supporting files** (e.g., organizational chart graphics, picture/sound files, etc.) by clicking the button to locate the desired file and then clicking the button.

SECTION III

Budget Modifications

BUDGET MODIFICATION GENERAL INSTRUCTIONS

The budget modification process, based on a percentage of current new appropriations after certain base adjustments, was initiated to aid the Legislature and the Governor in assessing priorities related to agency budget requests. The process is based on a "what if" scenario: If an agency's level of appropriation is to be less than the current level (or at any level less than the total request), what services or activities would not be provided? These activities or services are submitted as "modifications," that together would reduce the appropriations to the specified percentage of the base.

Modification budget requests are to be submitted by agencies based upon their **General Fund appropriation**. Separate prioritized modifications are required for operations and government aid.

The base level for this budget request cycle is **95% of current new General Fund appropriations**, after adjustments. The Legislative Fiscal Office will provide agencies with the General Fund base (including adjustments) prior to budget preparation.

The Form 200, which will be provided by the Legislative Fiscal Office, is to be used to calculate the minimum agency-wide amount to be identified as modifications, i.e., the difference between the total request and the base level. The calculation of modifications will be based on the first year of the request biennium, FY 2009-10.

The new Nebraska Budget Request and Reporting System includes two screens to be used in the budget modification process. Individual modifications are created on the Modification Details screen. Using the Modifications Detail screen, agencies will provide detail on each modification and indicate the cost of the modification into the second year of the request biennium. This screen is also used to detail in narrative form key points necessary for understanding the priority assigned to the modification and the consequences if not funded. Prioritization also occurs on the Modification Details screen using the selection "ALL" from the Modification drop-down (see the Modification Detail Instructions). Finally, operations and government aid modifications are summarized on the Modifications Summary screen including fund level information that will assist the agency in monitoring its progress in meeting the 95% requirement.

Definitions

2009-10 Base Level Appropriation – Ninety-five percent of the FY 2008-09 General Fund appropriation to an agency, adjusted for one-time items and reappropriations. A list of allowable adjustments will be sent to you by the Legislative Fiscal Office for use in the budget modification process.

Modifications - The difference between the FY 2009-10 base level appropriation and the FY 2009-10 total request. Modifications should be distinct, stand-alone functions or levels of activity. Failure to fund a modification should not materially affect the remaining base budget or any other modification.

Priorities - Costs associated with completing the core functions of an agency should be included in the base level appropriation. Modifications should be prioritized as follows: **Modification #1 is the very highest priority in addition to the base, i.e., the first function the agency recommends to be funded in addition to the base.**

Important Reminders

– The base level appropriation, the total request, and the amount of modifications are calculated at the AGENCY level and not the program level, although an agency identifies programs in the preparation of a modification and may include up to an entire program as a modification.

– **Operations and Government Aid are to be prioritized separately using the "ALL" selection on the Modification Details screen.** A budget modification "issue" may include both operations and government aid. The system will sum the objects and funding separately for each.

– **IMPORTANT:** One-time costs, deferrals to other fiscal years, or transfers of cost to other agencies are not to be considered as modifications. Also, Enterprise Issues may not be used for budget modifications.

– An activity mandated by statute may be identified as a modification if it is considered to be a low priority by the agency. If such an activity is identified, the agency should provide a complete listing of necessary statute changes in the narrative contained in the input screen. Agencies should be prepared to offer assistance in the preparation of and support for legislation to modify or repeal statutes necessary to implement the budget modification.

– Salaries for constitutional officers are to be excluded from the base level and the request for purposes of calculations on the Form 200.

– **The impact of inflation on the operating budget request, by itself, should not be considered a modification.** If significant cost increases are expected to occur, a modification must be discussed in terms of reduced usage or curtailed service levels as the result of higher unit costs in the base level.

Budget Modification Details Instructions

Purpose

- To create and prioritize budget modification “issues”. The budget modification process, based on a percentage of current new appropriations after certain base adjustments, is used by the Legislature and the Governor in assessing priorities related to agency budget requests (also see Budget Modification General Instructions).

Getting Started

In the left-margin menu, click “**Mod. Details**”. The Modification Details screen will be loaded.

- **Budget Cycle** defaults to the current cycle.
- Select **Agency** and **Version** from the options that have been assigned to you (see Time Saver Tip).

Create a New Budget Modification

1. Select “New” from the **Modification** drop-down menu.
 - The system will enter NEW mode. While in NEW mode, you must enter the Modification Name before you can continue.

The screenshot shows the 'Official Nebraska Government Website' header with 'Training' and 'Welcome LHeaton' on the right. Below is the 'Administrative Services State Budget Division NEBRASKA BUDGET REQUEST AND REPORTING SYSTEM' title and navigation tabs. The 'Modifications' section is active, showing a dropdown menu with options: '--Select', '--Select', 'New', and 'ALL'. The 'Budget Cycle' is set to '2009-2011', 'Agency' to '065 - ADMINISTRATIVE SERVICES', and 'Version' to 'A1 - AGENCY REQUEST'.

2. Enter a **Modification Title** for the modification and click **Save**. The name of the Modification will now appear beside **Modification**.

The screenshot shows the 'Modifications' form with 'Budget Cycle: 2009-2011', 'Agency: 065 - ADMINISTRATIVE SERVICES', and 'Version: A1 - AGENCY REQUEST'. Below these are buttons for 'Save', 'View Mode', 'Reset', and 'Refresh'. A tabbed interface shows 'Narrative' selected. The 'Modification Narrative' section has a 'Modification Title' input field.

3. Continuing on the modification’s Narrative tab, begin to enter narrative information. The Modification Details narrative contains five tabs. See the Narrative Content section below for content guidelines on each tab.

- The narrative tab currently selected appears in the **information bar**.
- Narrative tabs with two edit windows are limited to a minimum and maximum number of characters which is pre-defined based on the screen. Text in the limited edit windows should be viewed as a summary of what is presented in the second, unlimited window. The limited window is intended to be included in various standardized reports that will be generated from the system, such as the Governor’s budget recommendations.
- The **General Description** and **Rationale** tabs contain two edit windows. The **Impact**, **Statutory Change**, and **Implementation Costs** tabs offer just one, unlimited window.

The screenshot shows the 'General Description' tab selected in the Narrative Content section. It features two text editors: 'Information for Publication (limited)' with a character count of 50 and a rich text toolbar, and 'Supporting Information (unlimited)' with a character count of 50 and a plain text toolbar.

Start-Up TIP

If any of the drop-down menus fails to show expected choices, you may need to have your **Security** settings adjusted.

Contact your agency administrator or the State Budget Division for assistance.

Time-Saver TIP

Set default options to avoid repetitive selections of **Agency** and **Version**.

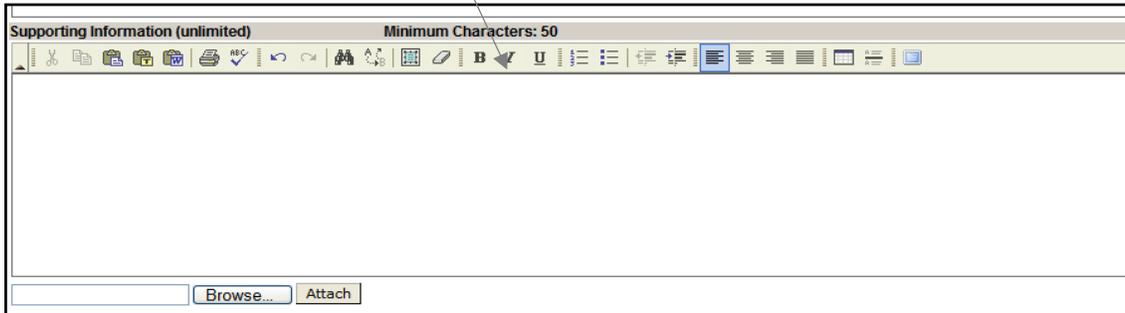
Go to **User Options** in the upper right corner of any screen. Once your selections are made, press **Save**.

Formatting TIP

Avoid the use of *hard returns* when entering narrative text. Using hard returns prevents normal text “wrap” and hinders publication.

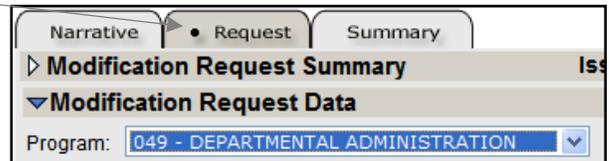
Budget Modification Details Instructions

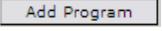
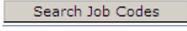
- Use the edit window **button bar** for standard word processing features. If any of the buttons look unfamiliar, scroll your mouse over the icon for a description of that feature. The  (i.e., **Maximize the Editor Size**) button simply toggles you back and forth from full-screen editor mode to the normal screen.
- **Copy & Paste** text into the edit windows using either the Ctrl-C and Ctrl-V features (i.e., pressing the Control key and the V key at the same time) or by using the , ,  buttons on the left side of the edit window's button bar. To provide consistent formatting, a standard font style and size will be applied upon clicking .
- **Attach supporting files** (e.g., organizational chart graphics, picture/sound files, etc.) by clicking the  button to locate the desired file and then clicking the  button.

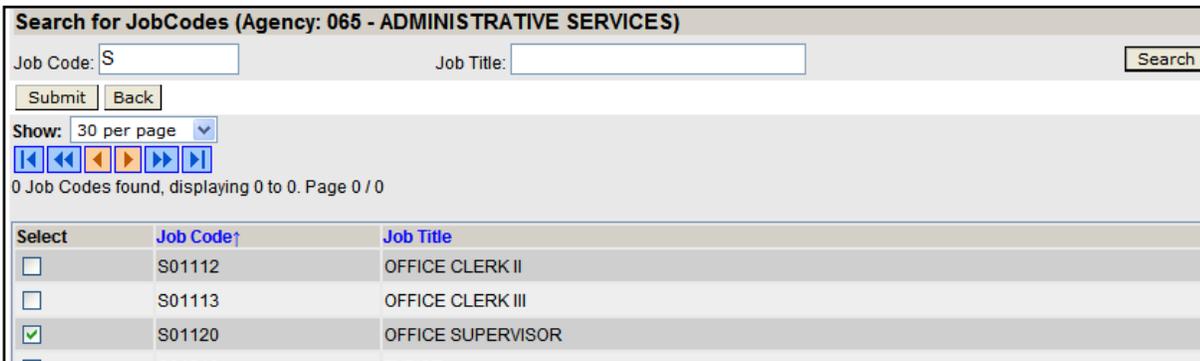


4. Click  to commit the narrative entered to the database.
5. Select the modification's **Request** tab to provide detailed financial information for the modification by Job Code, Object Code and Fund Type.

6. Begin adding Modification Detail (Programs) to the Modification. This can be done using two methods:
 - 1) To manually add Program level detail, continue with Step 5.
 - 2) To copy **Issue Detail** financial data from an Issue, skip to Step 17.



7. Click  to add Program Modification Detail.
 - Select a Program to be added.
8. To add Job Codes, either enter a known Job Code and click the  button; or click the  button to search by Job Code or Job Title.
 - On the search screen, the **Job Code** field will search for codes that begin with what is entered while the **Job Title** field will search for the characters entered anywhere in the Title. Click on **Search**.



- You may select multiple Job Codes from the search results. Click **Submit** to return to the previous screen with the selected Job Code(s).
- Click **Reset** to clear the criteria entered.
- Click **Back** to return to the previous screen without returning a Job Code.

CAUTION: You must click  whenever exiting a screen or risk losing unsaved data. Save frequently to avoid data loss.

Budget Modification Details Instructions

Narrative • Request • Summary

Modification Request Summary Add Program Copy Issue Data »

Modification Request Data

Program: 509 - BUDGET DIVISION

Permanent Salaries Copy FY10 to FY11

Job Code: Add Search Job Codes

Job Code†	Job Title	FY10 FTE	FY10 Sal	FY11 FTE	FY11 Sal	Delete
A07011	IT APPLICATIONS DEVELOPER	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Totals		0.00	\$0	0.00	\$0	

Time-Saver TIP
To copy data from the **FY10** column to the **FY11** column, use the **Copy FY10 to FY11** button.

Caution: This will overwrite any amounts already entered in **FY11**.

- Job Codes added unnecessarily can be deleted by clicking the button
9. Enter FTE and Salary amounts for the Job Code(s) added for the currently selected program. Amounts entered are relative to the base year.
- Note that negative numbers may NOT be entered.
 - If an FTE amount is entered, than a Salary amount is required.
 - Note that common salary-related Object Codes are added automatically if a Job Code is added.
 - Click Copy FY10 To FY11 to copy numbers entered in the 1st year of the modification to the 2nd year. This will overwrite whatever is currently entered in the 2nd year.
10. Click Save to commit the data entered to the database. The FY10 and FY11 salary totals will be automatically inserted into the 511100 Object Code.
11. To add Object Codes, either enter a known **Object Code** and click the Add button; or click the Search Object Codes button to search by Job Code or Job Title.
- On the search screen, the **Object Code** field will search for codes that begin with what is entered while the **Object Description** field will search for the characters entered anywhere in the description. Click on **Search**.
 - Use the Major Account drop-down to limit the search results.

Search for Object Codes (Agency: 065 - ADMINISTRATIVE SERVICES Program: 509 - BUDGET DIVISION)

Object Code: 521 ▲ Object Description: Major Account: --ALL-- ▼ Search Reset

Submit Back

Select	Object Code^	Object Description
<input type="checkbox"/>	521100	POSTAGE EXPENSE
<input type="checkbox"/>	521200	COM EXPENSE - VOICE/DATA
<input type="checkbox"/>	521290	COM EXPENSE - VOICE/DATA
<input type="checkbox"/>	521291	COM EXPENSE - VOICE/DATA
<input type="checkbox"/>	521300	FREIGHT EXPENSE
<input type="checkbox"/>	521400	DATA PROCESSING EXPENSE

- You may select multiple Object Codes from the search results. Click **Submit** to return to the previous screen with the selected Object Code(s).
- Click **Reset** to clear the criteria entered.
- Click **Back** to return to the previous screen without returning an Object Code.

Request

Object Code: Add Search Object Codes

Object Code†	Description	FY10 Request	FY11 Request	Delete
511100	PERMANENT SALARIES-WAGES	168,000	168,000	
515100	RETIREMENT PLANS EXPENSE	7,500	7,500	
515200	FICA EXPENSE	8,100	8,100	
515400	LIFE & ACCIDENT INS EXP	75	75	
515500	HEALTH INSURANCE EXPENSE	42,000	42,000	
516300	EMPLOYEE ASSISTANCE PRO	0	0	
583300	COMPUTER HARDWARE EQUIPME	24000	12000	
583600	COMMUN. & ELECTRONIC EQ	0	0	
Totals		\$225,600	\$225,600	

Save View Mode Reset Refresh

- Object Codes added unnecessarily can be deleted by clicking the button.

Budget Modification Details Instructions

12. Enter amounts in the Object Code(s) added for the currently selected program. Amounts entered are relative to the base year.
 - Note that negative numbers may NOT be entered.
 - Note that you may not delete the Object Code 511100. This Object Code will appear as long as Job Code(s) are shown under the Permanent Salaries section.
 - Click to copy numbers entered in the 1st year of the request to the 2nd year. This will overwrite whatever is currently entered in the 2nd year.
13. Click to commit the data entered to the database.
14. Enter **Funding** amounts for both the **FY10** and **FY11** columns.
 - Funding amounts must be entered separately for Operations and Government Aid.
 - The total of the funding amounts entered must balance with the total of the amounts entered by Object Code.
 - The system requires that Operations and Government Aid object totals and funding all balance before the budget request can be submitted.
 - There are five Fund Types: General Fund, Cash Fund, Federal Fund, Revolving Fund, and Other Fund.

▼Funding		Enter Data In Percentages <input type="checkbox"/> <input type="button" value="Change"/>			
Operations Funding					
Fund Type	Total	FY10 % FY10 Funding		FY11 % FY11 Funding	
General Fund	\$0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cash Fund	\$125,400	100.00	75,200	66.76	50,200
Federal Fund	\$0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Revolving Fund	\$0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Fund	\$0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Operations Funding	\$125,400	100.00	\$75,200	66.00	\$50,200
Government Aid Funding					
Fund Type	Total	FY10 % FY10 Funding		FY11 % FY11 Funding	
General Fund	\$0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cash Fund	\$0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Federal Fund	\$0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Revolving Fund	\$0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Fund	\$0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Aid Funding	\$0	0.00	\$0	0.00	\$0
Total Funding					
Fund Type	Total	FY10 % FY10 Funding		FY11 % FY11 Funding	
General Fund	\$0	0	0	0	0
Cash Fund	\$125,400	100.00	75,200	66.76	50,200
Federal Fund	\$0	0	0	0	0
Revolving Fund	\$0	0	0	0	0
Other Fund	\$0	0	0	0	0
Total	\$125,400	100.00	\$75,200	66.00	\$50,200
PSL Request	\$112,000		\$56,000		\$56,000

- Funding may be entered by two methods, *Whole Dollar* or *Percentage*.
 - To change methods, check the box to enter data in percentages then click .
 - Un-checking the box returns the system to the *Whole Dollar* entry method.
- i. *Whole Dollar* method
 - Enter amounts, by fund type, for each year.
 - Be sure to determine the amounts to be entered for Operations and Government Aid.
 - System will calculate totals and variance when or are clicked.
 - **NOTE:** System will only save dollar amounts, not percentages.
- ii. *Percentage* Method
 - Enter percentage amount, by fund type, for FY10 and FY11.
 - If you enter amounts exceeding 100%, you will need to resolve the variance.
 - The system will calculate, based upon the respective object codes, the dollar amounts to be entered for both the Operations and Government Aid funding sections.
 - Upon or , the system will calculate a dollar amount based upon the percentage. You may need to correct the effect of rounding using the *Whole Dollar* method
 - **NOTE:** System will only save dollar amounts, not percentages.

Budget Modification Details Instructions

15. Click **Save** to commit the data entered to the database and check for Variances
- Variances do not need to be resolved in order to save. However all Variances must be resolved before your budget request can be submitted.

Variance	Total	FY10	FY11
Total Request	\$150,400	75,200	75,200
Total Funding	\$125,400	75,200	50,200
Variance	\$25,000	0	25,000

Buttons: Save, View Mode, Reset, Refresh

- The system will calculate the variance for total **FY10** and **FY11**. Any variance will be highlighted with *red shading*.
 - Use of the Percentage funding method may produce a variance due to rounding. To correct, use the *Whole Dollar* method.
16. Click **View Mode** to exit Edit Mode. While in View Mode you may switch to a different Modification to continue entering your budget modifications or change to a different screen from the left-margin menu.
17. Click **Copy Issue Data *** to copy financial details from an existing Issue request.
- When clicked, you will receive a warning indicating that all existing data defined on the Modification will be deleted. Click OK to continue or Cancel to stop the copy.



- A listing of all Issues available to the user will be shown.
- NOTE:** Enterprise Issues may not be used as Budget Modifications.
- Click BACK to return to the previous screen without selecting an Issue to copy.
- Click on the **Issue Name** to look up the Issue in the **Issue Details** screen.

Issue Name	Issue Type	Action
▶ Add Additional Budget Officer	Agency Issue	Copy
▶ Indirect Cost Allocation Changes	Agency Issue	Copy
▶ Fund Shift	Agency Issue	▶ Copy

18. Click **COPY** to copy the Job Code and Object Code amounts entered in the Issue.
- Subprogram detail will be rolled up to the Program level.
 - No narrative will be copied.
 - Funding will not be copied.
 - Negative numbers will be copied. However, negative numbers are not allowed in Modifications so you will not be able Save until all negative numbers are removed.
 - The name of the *Issue Copied* will be shown. Clicking on that name will take you to the Issue Details.

NOTE: If the copied Issue changes, the Modification will not, and vice versa.

Modification: Budget Transparency Outreach Projects

Buttons: Edit, Delete

Tabs: Narrative, Request, Summary

Issue Copied: Establish outreach program "Budget Transparency"

Program	FY10 Request	FY11 Request
240 - INFO TECH PROJECTS		\$0
509 - BUDGET DIVISION		\$35,000
Total	\$35,000	\$60,000

19. See **Edit an Existing Budget Modification** below to begin editing the Modification.

Budget Modification Details Instructions

Edit an Existing Budget Modification

1. Select the Modification you wish to update from **Modification** dropdown.
2. Click **Edit** to begin editing the Modification.
 - Select the **Narrative**, **Request** or **Summary** tab as needed.
 - To load the modification financial data for a specific Program which was previously entered, click the “program link” under the Program column in the **Modification Request Summary** section of the modification’s **Request** tab.

Program	FY10 Request	FY11 Request
240 - INFO TECH PROJECTS		\$0
509 - BUDGET DIVISION		\$60,000
Total	\$35,000	\$60,000

- The currently selected Modification may be deleted by clicking the **Delete** button while the screen is in View Mode (also see the Modifications Summary screen).
- You may delete a Program from the issue in the **Modification Request Summary** section by clicking the **[-]** button while in Edit Mode.
- Follow Steps 3-16 under Create a New Budget Modification above to continue editing the existing modification.

Set Budget Modification Priorities

1. From the **Modification Details** screen, select **ALL** from the Modification drop-down menu. The system will list all Modifications created by the agency – listed separately for Operations and Government Aid.

Modifications (Operations)	Priority
Budget Transparency Outreach Projects	1
Continue budget system development	10
Develop outreach program	12
Retain Dep. Budget Admin	15
New Budget System	5

Modifications (Govt. Aid)	Priority
Continue budget system development	1
Budget Transparency Outreach Projects	10
Develop outreach program	12
New Budget System	5

2. Click **Edit** to begin editing the Modification priorities for each of Operations and Government Aid, if applicable.
 - All Modifications must have a unique priority number in sequential order beginning with 1 before an agency’s budget request can be submitted.

NOTE: The modification’s **Summary** tab displays the Funding data in summary fashion, by year. No data entry is required on this screen.

Budget Modification Details Instructions

Modifications – Narrative Content

The Budget Modification narrative should provide a detailed description of the Modification including an analysis of the impacts and statutory changes necessary. NOTE: Where possible, cross referencing to the Agency, Division, Program, and Issue Narratives is useful.

General Description - The agency should describe the Modification in detail. As an example, explain what changes would be necessary to existing activities if the Modification is not funded or what new activity is being proposed.

Rationale - The agency should describe the rationale, criteria or priority system used in determining the relative importance of the specific Modification to the base level. Explain why this activity or service was determined to be a low priority in relation to items left in the base level.

Impact - The agency should identify the quantitative and qualitative impacts of the Modification. The description should include:

- a. What services would be continued, adjusted or expanded, what client groups would be impacted, what effects would be felt by the general public, etc.
- b. What would happen if funding is not provided for the specific Modification?
- c. Clearly indicate whether funding for the Modification matches other fund sources and include an estimate of the amount of other fund sources that may be lost or not received if the Modification is not funded. A reference to the Catalog of Federal Domestic Assistance number should be included in the case of federal funds.

Statutory Change - In some cases, a Modification may require statutory change. The agency should identify the relevant statutes and the changes necessary to implement the Modification.

Implementation Costs - The agency should identify estimated costs of implementation, if any, if the Modification is not funded. Such costs should include accumulated vacation payments, unemployment, operating expenses carried into the next fiscal year, etc.

Budget Modifications Summary Instructions

Purpose

- To provide a listing of all the **Budget Modifications** created by the agency, including a funding summary.

Getting Started

In the left-margin menu, click “**Mod. Summary**”. The **Modifications Summary** screen will be loaded.

- **Budget Cycle** defaults to the current cycle.
- Select **Agency** and **Version** from the options that have been assigned to you (see Time-Saver Tip on the right margin).
- Screen will list all Modifications entered, sorted by **Name**.
- Amounts shown for Request years are a total of object codes entered
- Funding totals are broken down by fund type. To see specific amounts, you will need to look at the Modification Detail (see below).

Start-Up TIP

If any of the drop-down menus fails to show expected choices, you may need to have your **Security** settings adjusted.

Contact your agency administrator or the State Budget Division for assistance.

Open a Modification for Viewing or Editing

1. Select the **Modification Name** to open the **Modification** in the **Modification Details** screen.
 - See instructions for entering and updating the Modification Details.

Modifications Summary »View Only			
Budget Cycle:	2009-2011	Agency:	065 - ADMINISTRATIVE SERVICES
		Version:	A1 - AGENCY REQUEST
▼ Modifications			
Modification Name	FY10	FY11	Delete
Continue Budget Operations	0	0	
Establish outreach program	50,000	50,000	
Test - KT	33,450	33,450	
Test Aid 1	12,000	12,000	
test Ops and Aid	11,100	22,200	
Testing Ops	10	10	
Total Request	\$106,560	\$117,660	
▼ Funding Summary			
Operations Funding	FY10	FY11	
General Fund	58,460	0	
Cash Fund	25,500	0	
Federal Fund	500	0	
Revolving Fund	0	0	
Govt. Aid Funding	FY10	FY11	
General Fund	0	0	
Cash Fund	0	0	
Federal Fund	0	0	
Revolving Fund	0	0	

Time-Saver TIP

Set default options to avoid repetitive selections of **Agency** and **Version**.

Go to **User Options** in the upper right corner of any screen.

Once your selections are made, press .

Delete a Modification

1. Clicking the button will delete the entire Modification. Click on OK to confirm the deletion.

SECTION IV

State Agency Information Technology

Agency IT Setup Instructions

Purpose

- Allows an agency to designate specific Programs and Subprograms as containing only IT related expenditures. This designation will help to report the level of IT expenditures in the state for the Nebraska Information Technology Commission.

Getting Started – Agency IT Setup

- From the left-margin menu under Information Technology, click “Agency IT Setup”. The Agency IT Setup screen will be loaded.
 - Budget Cycle defaults to the current cycle.
 - Select Agency and Version from the drop-down menu options that have been assigned to you (see Time Save Tip on the right).

Time-Saver TIP
Set default options to avoid repetitive selections of Agency and Version.

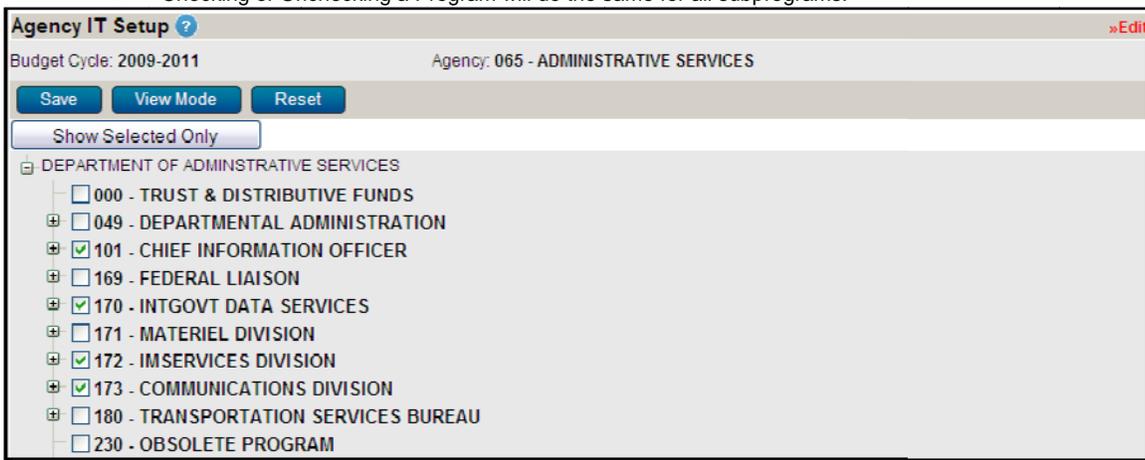
Go to **User Options** in the upper right corner of any screen. Once your selections are made, press **Save**.



- Click **Edit**.
 - The system will enter EDIT mode.
 - If needed, Click on **+** beside the Agency name to expand the list.
- Mark each Program and/or Subprogram that is exclusively IT as needed.
 - Checking or Unchecking a Program will do the same for all subprograms.

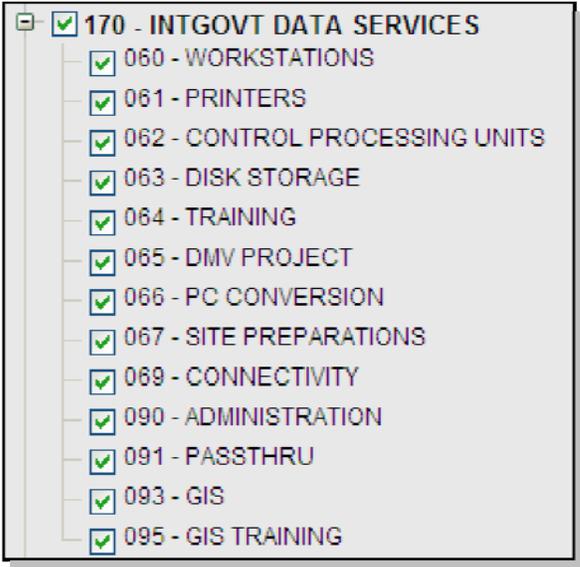
Start-Up TIP
If any of the drop-down menus fails to show expected choices, you may need to have your Security settings adjusted.

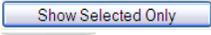
Contact your agency administrator or the State Budget Division for assistance.



Agency IT Setup Instructions

4. To mark or unmark a specific Subprogram, click on the  to expand and see all subprograms defined for selected Program.



- Click on  to collapse the listing.
5. Click  to commit changes to the database.
- Click  to show only Programs/Subprograms that have already been marked.
 - Click  to show all Programs/Subprograms.

IT Project Proposal Instructions

Purpose

- Allows an agency to identify an IT Project that requires review by the NITC. Starting with FY2009-2011 Biennial Budget requests, project proposals should only be submitted by entering the information into the Nebraska Budget Request and Reporting System (NBRRS). **For each IT Project Proposal created in the budget request system, the submitting agency must also prepare an "IT Issue" in the system to request funding for the project (see Issue Detail instructions).**

Notes about the IT Project Proposal:

STATUTORY AUTHORITY. The Nebraska Information Technology Commission ("NITC") is required by statute to "make recommendations on technology investments to the Governor and the Legislature, including a prioritized list of projects, reviewed by the technical panel..." Neb. Rev. Stat. §86-516(8) (as amended by Laws 2008, LB 823). "Governmental entities, state agencies, and political subdivisions shall submit all projects which use any combination of general funds, federal funds, or cash funds for information technology purposes to the process established by sections 86-512 to 86-524. The commission may adopt policies that establish the format and minimum requirements for project submissions." Neb. Rev. Stat. §86-516(5) (as amended by Laws 2008, LB 823). In order to perform this review, the NITC and DAS Budget Division require agencies/entities to complete this form when requesting funding for technology projects.

WHICH TECHNOLOGY BUDGET REQUESTS REQUIRE A PROJECT PROPOSAL FORM? See the document entitled NITC 1-202 "Project Review Process" available at <http://nitc.ne.gov/standards/>. Attachment A to that document establishes the minimum requirements for project submission.

QUESTIONS. Contact the Office of the CIO/NITC at (402) 471-7984 or [rick.becker@nitc.ne.gov](mailto:ricker.becker@nitc.ne.gov)

Getting Started

In the left-margin menu, click "IT Project Proposal". The IT Project Proposal screen will be loaded.

- Budget Cycle** defaults to the current cycle.
- Select Agency, Division (if applicable), and Version from the options that have been assigned to you (see Time-Saver Tip).

Create a New IT Project Proposal

- Select **New** from **IT Project** dropdown.
 - The system will enter NEW mode.

- Enter the Project Name and click on **Save** to commit the name to the database.
 - An **IT Issue**, with the same name as entered here, will be created.
 - Continue to enter additional information on the **General Section** tab.
 - Agency users will not be allowed to update the NITC Priority or the NITC Score.

Start-Up TIP

If any of the drop-down menus fails to show expected choices, you may need to have your **Security** settings adjusted.

Contact your agency administrator or the State Budget Division for assistance.

Time-Saver TIP

Set default options to avoid repetitive selections of **Agency** and **Version**.

Go to **User Options** in the upper right corner of any screen. Once your selections are made, press **Save**.

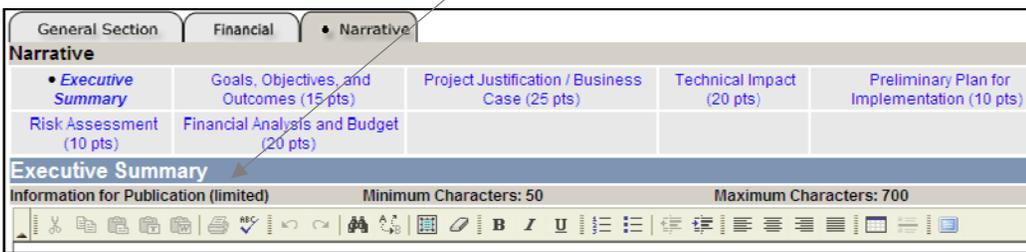
IT Project Proposal Instructions

3. Click on the project's **Financial** tab to enter fiscal information about the IT Project.
 - This section is worth 20 points.
 - Enter detailed information concerning the different components of the IT Project as well as the funding breakdown for each column.
 - Amounts entered for *Prior Exp* is all expenditures related to the project prior to the FY2008-09 fiscal year.
 - **NOTE:** This screen does NOT request appropriations for this project. This is completed on the *Issue Details* screen.

▼ Financial						
IT Project Costs						
CONTRACTUAL SERVICES	Total	Prior Exp	FY09 Appr/Reappr	FY10 Request	FY11 Request	Future Add Request
DESIGN	\$0					
PROGRAMMING	\$0					
PROJECT MANAGEMENT	\$0					
DATA CONVERSION	\$0					
OTHER	\$0					
Total	\$0	\$0	\$0	\$0	\$0	\$0
TELECOMMUNICATIONS						
DATA	\$0					
VIDEO	\$0					
VOICE	\$0					
WIRELESS	\$0					
Total	\$0	\$0	\$0	\$0	\$0	\$0
TRAINING						
TECHNICAL STAFF	\$0					
END-USER STAFF	\$0					
Total	\$0	\$0	\$0	\$0	\$0	\$0
OTHER OPERATING COSTS						
PERSONNEL COST	\$0					
SUPPLIES & MATERIALS	\$0					
TRAVEL	\$0					
OTHER	\$0					
Total	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL EXPENDITURES						
HARDWARE	\$0					
SOFTWARE	\$0					
NETWORK	\$0					
OTHER	\$0					
Total	\$0	\$0	\$0	\$0	\$0	\$0
Total Request	\$0	\$0	\$0	\$0	\$0	\$0

4. Click on the project's **Narrative** tab to enter narrative information about the IT Project. See the Narrative Content section below for content guidelines on each tab.
 - The narrative tab currently selected appears in the **information bar**.
 - Narrative tabs with two edit windows are limited to a minimum and maximum number of characters which is pre-defined based on the screen. Text in the limited edit windows should be viewed as a summary of what is presented in the second, unlimited window. The limited window is intended to be included in various standardized reports that will be generated from the system, such as the Governor's budget recommendations.
 - The **Executive Summary** and **Goals, Objectives, and Outcomes** tabs contain two edit windows. The **Project Justification / Business Case**, **Technical Impact**, **Preliminary Plan for Implementation**, **Risk Assessment**, and **Financial Analysis and Budget** tabs offer just one, unlimited window.

Formatting TIP
 Avoid the use of *hard returns* when entering narrative text. Using hard returns prevents normal text "wrap" and hinders publication.



IT Project Proposal Instructions

- Use the edit window **button bar** for standard word processing features. If any of the buttons look unfamiliar, point your mouse over the icon for a description of that feature. The  (i.e., **Maximize the Editor Size**) button simply toggles you back and forth from full-screen editor mode to the normal screen.
 - **Copy & Paste** text into the edit windows using either the Ctrl-C and Ctrl-V features (i.e., pressing the Control key & the V key at the same time) or the    buttons on the left side of the edit window's button bar. To provide consistent formatting, a standard font style and size will be applied upon clicking .
 - **Attach supporting files** (e.g., organizational chart graphics, picture/sound files, etc.) by clicking the  button to locate the desired file and then clicking the  button. Attachments should not be referenced in the limited, Information for Publication edit window as the attachments will not be included with all reports.
5. Click  to commit the data entered to the database.
 6. Click  to exit Edit Mode. While in View Mode you may switch to a different Issue to continue entering your budget request or change to a different screen from the left-margin menu.

Edit an Existing IT Project Proposal

1. Select the **IT Project Proposal** you wish to edit from the drop-down menu. Click  to begin editing the project.
 - Select the **General Section**, **Financial**, or **Narrative** tab as needed.



- Follow Steps 3-6 under Create a New IT Project Proposal above to continue editing the existing project.

IT Project Proposal Instructions

IT Project Proposal – Narrative Content

Executive Summary

- i. Provide a one or two paragraph summary of the proposed project. This summary will be used in other externally distributed documents and should therefore clearly and succinctly describe the project and the information technology required.

Goals, Objectives, and Projected Outcomes (15 Points)

- i. Describe the project, including specific goals and objectives; expected beneficiaries of the project; and expected outcomes.
- ii. Describe the measurement and assessment methods that will verify that the project outcomes have been achieved.
- iii. Describe the project's relationship to your agency comprehensive information technology plan.

Project Justification / Business Case (25 Points)

- i. Provide the project justification in terms of tangible benefits (i.e. economic return on investment) and/or intangible benefits (e.g. additional services for customers).
- ii. Describe other solutions that were evaluated, including their strengths and weaknesses, and why they were rejected. Explain the implications of doing nothing and why this option is not acceptable.
- iii. If the project is the result of a state or federal mandate, please specify the mandate being addressed.

Technical Impact (20 Points)

- iv. Describe how the project enhances, changes or replaces present technology systems, or implements a new technology system.
- v. Describe the technical elements of the project, including hardware, software, and communications requirements.
- vi. Describe the strengths and weaknesses of the proposed solution.
- vii. Address the following issues with respect to the proposed technology:
 1. Describe the reliability, security and scalability (future needs for growth or adaptation) of the technology.
 2. Address conformity with applicable NITC technical standards and guidelines (available at <http://nitc.ne.gov/standards/>) and generally accepted industry standards.
 3. Address the compatibility with existing institutional and/or statewide infrastructure.

Preliminary Plan for Implementation (10 Points)

- i. Describe the preliminary plans for implementing the project.
- ii. Identify project sponsor(s) and examine stakeholder acceptance.
- iii. Describe the project team, including their roles, responsibilities, and experience.
- iv. List the major milestones and/or deliverables and provide a timeline for completing each.
- v. Describe the training and staff development requirements.
- vi. Describe the ongoing support requirements.

Risk Assessment (10 Points)

- i. Describe possible barriers and risks related to the project and the relative importance of each.
- ii. Identify strategies which have been developed to minimize risks.

Financial Analysis and Budget (20 points)

- i. Provide additional information about the *Financial* information entered on the **Financial** tab.

IT Agency Summary Instructions

Purpose

- Automatically calculates and displays for the agency the amount of IT expenditures identified by the agency in the system during the preparation of the budget request. IT expenditures are defined as:
 1. Specific Job Codes and Objects Codes identified by the Office of the Chief Information Officer as being IT related.
 2. Specific Programs / Subprograms identified by the agency on the Agency IT Set-up screens as being exclusively IT related expenses.
 3. All codes included in any IT Issues entered by the Agency.

The agency can then enter additional expenditures that do not meet the above criteria at a Major Account level. Finally, agencies should enter a breakdown of what fund types are utilized to fund the agency's IT related activities.

Time-Saver TIP

Set default options to avoid repetitive selections of **Agency** and **Version**.

Go to **User Options** in the upper right corner of any screen. Once your selections are made, press



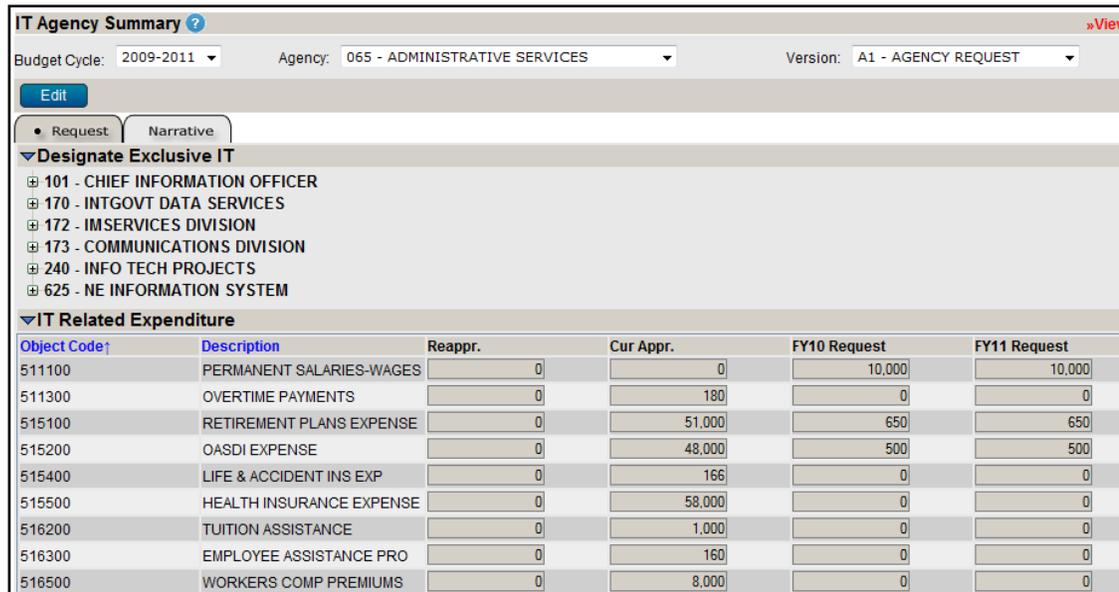
Getting Started

In the left-margin menu, under Information Technology, click **"IT Agency Summary"**. The IT Agency Summary screen will be loaded.

- **Budget Cycle** defaults to the current cycle.
- Select **Agency** and **Version** from the options that have been assigned to you (see Time Save Tip).

1. Click  to begin entering estimated agency identified IT related expenditures at the major account level for each column, if necessary, along with the estimated funding amounts by fund type.

- If needed, Click on  beside the Program number to expand the list.



Object Code	Description	Reappr.	Cur Appr.	FY10 Request	FY11 Request
511100	PERMANENT SALARIES-WAGES	0	0	10,000	10,000
511300	OVERTIME PAYMENTS	0	180	0	0
515100	RETIREMENT PLANS EXPENSE	0	51,000	650	650
515200	OASDI EXPENSE	0	48,000	500	500
515400	LIFE & ACCIDENT INS EXP	0	166	0	0
515500	HEALTH INSURANCE EXPENSE	0	58,000	0	0
516200	TUITION ASSISTANCE	0	1,000	0	0
516300	EMPLOYEE ASSISTANCE PRO	0	160	0	0
516500	WORKERS COMP PREMIUMS	0	8,000	0	0

2. Click  to commit the data entered to the database.

ADDITIONAL REMINDER: By statute, agencies are required to submit an information technology plan to the Chief Information Officer by September 15, 2008. ("On or before September 15 of each even-numbered year, all state agencies, boards, and commissions shall report to the Chief Information Officer, in a format determined by the [NITC], an information technology plan that includes an accounting of all technology assets, including planned acquisitions and upgrades." Neb. Rev. Stat. §86-524.01) A downloadable form is available on the NITC website at <http://www.nitc.ne.gov/forms/>. Please contact Rick Becker if you have any questions. He can be reached at (402) 471-7984 or by sending an email to rick.becker@nebraska.gov.

Start-Up TIP

If any of the drop-down menus fails to show expected choices, you may need to have your **Security** settings adjusted.

Contact your agency administrator or the State Budget Division for assistance.

Appendices

PROJECTED RATES

Projected cost rates are included in the budget instructions to assist State Agencies in determining their operating costs and developing their requests.

Administrative Services has scrutinized the cost of providing services to State Agencies. All Divisions have been advised to hold the line on costs and increase efficiencies in order to deliver quality services in the most cost effective manner. Each Division has developed projected rates for the next biennium by analyzing historical information and incorporating future trends and projects that impact rates. Every attempt will be made to maintain the projected cost rates identified in these instructions. However, the possibility exists for reductions or increases to these rates based on cost changes or increased market factors.

These rates represent information to assist your Agency in determining the cost of achieving Agency goals and objectives. **State Agencies should not assume that an increase in rates represents an automatic funding increase.**

Account 511100 **Permanent Salaries:** This line should reflect a consolidation of all expenditures for salaries and leave. For Budget purposes, there will be two **Enterprise Issues** available to reflect salary increases for FY 2009-10 and FY 2010-11: First, to show the cost of Annualizing the NAPE/AFSCME anniversary increases for affected employees (use Job Code **ZZNAPE** and combine salary changes for all employees in this one Job Code). This does not include an increase in FTE; Second, to show an assumed annual increase in salaries for all employees, use an assumed annual increase of **2.5%** of the FY 2008-09 Permanent Salary Base (use Job Code **ZZNEWSAL** and combine increases for all employees in this one Job Code). This does not include an increase in FTE. Any other changes to employee salaries should be reflected in a separate Agency Issue.

The Governor and Legislature will determine actual funding levels during the Budget process.

Account 515100 **Retirement:** Pursuant to LB 366, on January 1, 2007, all permanent, full-time employees were eligible for participation in the State Retirement Plan upon hire.

Contribution Rate: Pursuant to LB 366, on January 1, 2007, the Employer Contribution rate is a flat 7.5% of annual compensation for permanent, full-time employees immediately upon hire.

Retirement	<u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>
<\$19,954			
>\$19,954			
>\$ - 0 -	7.50%	7.50%	7.50%

Account 515200 **FICA:** Calculate FICA expense based on the following schedule. The Medicare surcharge rate applies only to the amount of an individual's salary in excess of the FICA maximum wage.

	<u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>
FICA Maximum Wage	\$ 106,500	\$ 110,700	\$ 115,500
Maximum Rate	7.65%	7.65%	7.65%
Medicare Surcharge on Wage above Maximum	1.45%	1.45%	1.45%

Account 515400 **Life Insurance:** Life insurance is contracted on a calendar year basis. Budget should be computed by multiplying \$22.80 by the number of permanent FTE employees enrolled in the Life Insurance program.

	<u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>
	\$ 16.80	\$ 22.80	\$ 22.80

Account 515500 **Health Insurance:** This line is used to show an assumed increase in the cost of providing Employee Health Insurance. For Budget purposes, there will be an Enterprise Issue available to reflect Health Insurance increases for FY 2009-10 and FY 2010-11. Use an assumed increase of **10%** annually of the FY 2008-09 actual expenditures for Object Code 515500. Use this Object Code for showing the increases. Only costs relating to the 10% increase should be included. If additional staff is being requested, the assumed percentage should be included on the Agency Issue created for the request for additional staff.

The Governor and the Legislature will determine funding levels on Health Insurance Plan changes and related adjustments.

Account 516300 **Employee Assistance Program:** The Employee Assistance Program is an optional program. Agencies pay an annual fee per employee if they wish to participate in the program. If your agency is planning to participate in the EAP program, your fees are indicated below.

	<u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>
	\$ 15.00	\$ 15.00	\$ 15.00

Account 516400 **Unemployment Compensation:** Calculate Unemployment Compensation based on past expenditures and anticipated expenditures only. If you have never had to pay unemployment and do not expect to, no amount should be budgeted.

Account 516500 **Workers' Compensation Assessment:** Agency budget requests should reflect the workers' compensation assessment for FY 2010 and FY 2011 as outlined in the following table. Please contact the Division of Risk Management (471-2551), if you have questions regarding your agency's assessment.

<u>Agency #</u>	<u>Agency</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>
003	Legislative Council	\$ 110,059	\$ 108,451	\$ 108,451
005	Supreme Court	\$ 416,935	\$ 418,785	\$ 418,785
007	Governor/PRO/Energy	\$ 19,823	\$ 18,921	\$ 18,921
008	Lieutenant Governor	\$ 971	\$ 964	\$ 964
009	Secretary of State	\$ 16,554	\$ 15,907	\$ 15,907
010	Auditor of Public Accounts	\$ 15,857	\$ 20,366	\$ 20,366
011	Attorney General	\$ 50,591	\$ 50,245	\$ 50,245
012	State Treasurer	\$ 20,218	\$ 24,544	\$ 24,544
013	Dept of Education	\$ 234,870	\$ 222,051	\$ 222,051
014	Public Service Comm.	\$ 24,840	\$ 25,023	\$ 25,023
015	Board of Pardons	\$ 5,232	\$ 5,063	\$ 5,063
016	Dept of Revenue	\$ 165,748	\$ 183,511	\$ 183,511
017	Dept of Aeronautics	\$ 12,037	\$ 11,522	\$ 11,522
018	Dept of Agriculture	\$ 76,990	\$ 74,191	\$ 74,191
019	Dept of Banking	\$ 33,212	\$ 32,620	\$ 32,620
021	State Fire Marshal	\$ 36,161	\$ 32,601	\$ 32,601
022	Dept of Insurance	\$ 50,299	\$ 49,959	\$ 49,959
023	Dept of Labor	\$ 209,958	\$ 174,285	\$ 174,285
024	Dept of Motor Vehicles	\$ 71,773	\$ 69,052	\$ 69,052
025	DHHS 20+25+26	\$ 4,133,983	\$ 3,821,238	\$ 3,821,238
027	Dept of Roads	\$ 1,902,401	\$ 1,689,460	\$ 1,689,460

<u>Agency #</u>	<u>Agency</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>
028	Dept Veterans Affairs	\$ 5,155	\$ 4,734	\$ 4,734
029	Dept of Natural Resources	\$ 51,809	\$ 48,091	\$ 48,091
030	Nebraska Electrical Board	\$ 7,601	\$ 7,028	\$ 7,028
031	Military Department	\$ 64,424	\$ 69,561	\$ 69,561
032	Bd of Educ Lands & Funds	\$ 15,987	\$ 14,442	\$ 14,442
033	Game & Parks Commission	\$ 324,347	\$ 347,969	\$ 347,969
034	Library Commission	\$ 17,704	\$ 17,424	\$ 17,424
035	Liquor Control Commission	\$ 4,841	\$ 4,932	\$ 4,932
036	State Racing Commission	\$ 4,512	\$ 3,769	\$ 3,769
037	Workers' Compensation Court	\$ 28,771	\$ 30,153	\$ 30,153
038	Comm. Status of Women	\$ -	\$ -	\$ -
039	Brand Committee	\$ 26,575	\$ 27,637	\$ 27,637
040	Motor Veh. Ind. Licensing Bd	\$ 4,012	\$ 3,733	\$ 3,733
041	Real Estate Commission	\$ 4,690	\$ 4,436	\$ 4,436
045	Bd. of Barber Examiners	\$ 815	\$ 783	\$ 783
046	Dept of Correctional Services	\$ 1,112,272	\$ 1,314,678	\$ 1,314,678
047	Educational Telecom. Comm.	\$ 34,128	\$ 33,789	\$ 33,789
048	CCPE	\$ 8,517	\$ 8,990	\$ 8,990
050-00	State Colleges	\$ 6,210	\$ 3,762	\$ 3,762
050-01	Chadron State College	\$ 146,162	\$ 150,529	\$ 150,529
050-03	Peru State College	\$ 79,882	\$ 82,317	\$ 82,317
050-04	Wayne State College	\$ 186,935	\$ 182,442	\$ 182,442
051	University of Nebraska	\$ 4,048,671	\$ 3,937,167	\$ 3,937,167
053	Real Estate Appraiser Board	\$ 1,097	\$ 982	\$ 982
054	State Historical Society	\$ 34,094	\$ 35,665	\$ 35,665
056	Nebraska Wheat Board	\$ 1,034	\$ 959	\$ 959
057	Nebraska Oil & Gas Comm.	\$ 3,704	\$ 3,538	\$ 3,538
058	Engineers & Architects	\$ 2,331	\$ 2,744	\$ 2,744
060	Nebraska Ethanol Board	\$ 2,439	\$ 2,396	\$ 2,396
063	Public Accountancy Board	\$ 1,591	\$ 1,494	\$ 1,494
064	State Patrol	\$ 495,861	\$ 483,605	\$ 483,605
065	Administrative Services	\$ 323,388	\$ 307,492	\$ 307,492
066	Abstractors Board	\$ 175	\$ 172	\$ 172
067	Equal Opportunity Commission	\$ 13,436	\$ 12,685	\$ 12,685
068	Mexican/American Commission	\$ 1,103	\$ 980	\$ 980
069	Arts Council	\$ 3,941	\$ 4,092	\$ 4,092
070	Foster Care Review Board	\$ 11,044	\$ 10,667	\$ 10,667
072	Economic Development	\$ 38,078	\$ 36,158	\$ 36,158
074	Nebraska Power Review Board	\$ 1,492	\$ 1,439	\$ 1,439
075	Nebraska Investment Council	\$ 4,401	\$ 4,710	\$ 4,710
076	Comm. on Indian Affairs	\$ 1,053	\$ 1,083	\$ 1,083
077	Comm. of Industrial Relations	\$ 1,529	\$ 1,485	\$ 1,485
078	Crime Commission	\$ 22,001	\$ 18,777	\$ 18,777
081	Blind & Visually Impaired	\$ 24,021	\$ 19,027	\$ 19,027
082	Hearing Impaired	\$ 4,676	\$ 4,809	\$ 4,809
084	Environmental Quality	\$ 103,937	\$ 99,417	\$ 99,417
085	Retirement Board	\$ 22,104	\$ 17,663	\$ 17,663
086	Dry Bean Commission		\$ 264	\$ 264
087	Account. & Disclosure Comm.	\$ 3,257	\$ 3,096	\$ 3,096
088	Corn Board	\$ 3,018	\$ 2,952	\$ 2,952
092	Grain Sorghum Board	\$ 454	\$ 427	\$ 427
093	Tax Equal. & Review Comm.	\$ 5,378	\$ 5,501	\$ 5,501
094	Public Advocacy Comm.	\$ 6,276	\$ 6,118	\$ 6,118
096	Dept Prop Assess/Taxation	\$ 30,724		
	Totals	\$14,960,169	\$14,437,522	\$14,437,522

Account 521100

Postage Expense: Listed below are the charges associated with mail processes.

	<u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>
Postage Surcharge	14.00%	13.75%	13.75%
Pre-Sort Fee (per piece)	\$ 0.0190	\$ 0.0190	\$ 0.0190

Account 521200

The type of service required determines the billing for communication services as shown below. Use of the different services will vary among agencies. Proposed rates are:

Network Services

	<u>Unit Description</u>	<u>FY 2009 Proposed</u>	<u>FY 2010 Proposed</u>	<u>FY 2011 Proposed</u>
VOICE AND WIRELESS				
State Long Distance Service	per minute	0.0700	0.0700	0.0700
Local Service	projected % increase		3.0% est.	3.0% est.
800 Service	per minute	0.0800	0.0800	0.0800
Calling Card Service	per minute	0.1200	0.1200	0.1200
Cellular Flat Rate Billing	per minute		Call OCIO Network Services for Rate Plan	
Language Interpreter Service	per minute	1.1400	1.1400	1.1400
Conference Calls -- operator set up fee	per conference call	2.50	2.50	2.50
State Local Meet-Me-Bridge	per conference call	7.50	7.50	7.50
State Toll free Meet-Me-Bridge	per conference call	10.00	10.00	10.00
UNL Dial Out Call (ultra secure)	per conference call	15.00	15.00	15.00
UNL Toll Free Meet-Me-Bridge (secure)	per conference call	12.50	12.50	12.50
UNL Toll Free Meet-Me-Bridge (secure)	per minute, per participant	0.12	0.12	0.12
Voice Mail (Unified Messaging)	per account/month	4.85	4.85	4.85
NVNET System	per account/month	16.50	16.50	16.50
DATA NETWORKS				
Dial-up Internet Costs	per month	At vendor cost	At vendor cost	At vendor cost
Public DSL	per month	At vendor cost	At vendor cost	At vendor cost
IP Data Service Cost	custom priced	custom priced	custom priced	custom priced
Advanced Problem Resolution	per hour	83.7500	83.7500	83.7500
Direct Computer Connection Fee	per month	150.00	150.00	150.00
Firewall (agency)	per month	150.00	150.00	150.00
Network Connected Device Fee*	per month	13.00	13.00	13.00
VPN Home	per month	13.00	13.00	13.00
VPN Site to Site	per month	150.00	150.00	150.00
Load Balancing (revised rate structure)	per server per month	15.00	15.00	15.00
Video Conferencing -- Agencies and Non-Profit Entities	per hour, per site	40.00	40.00	40.00

* NOTE: The Network Connected Device Fee replaces several other fees. These include: LAN Segment Connection, Fixed Function Terminal Connection, Direct SNA Connection, Internet Gateway Costs, Backbone Recovery Fee, and Network Management Fee. The network infrastructure connects agencies to the state's network, the Internet, other agencies' networks, and many computing resources and applications. Network infrastructure services include switches, routers, technical support, problem detection and resolution, and a base level of network security. The device fee does not replace the Direct Computer Connection Fee (\$150 per month) which is used to cover the cost of VPNs, firewalls, and similar installations managed by Network Support. It is also not intended to provide very high bandwidth connections for devices that exceed 10/100 megabit Ethernet. Communications and bandwidth charges for VPN are also outside the scope of the device fee, as are the costs of data circuits (e.g., leased lines, frame relay, and other telecommunications services for transmitting data).

DESKTOP / SERVER SUPPORT

Citrix	Per account (monthly)	13.00	13.00	13.00
Desktop Services				
Desktop Leasing Package	monthly cost for 4 years	100.00	100.00	100.00
Laptop Leasing Package	monthly cost for 4 years	150.00	150.00	150.00
Open Systems Storage Area Network (SAN)				
Disk Storage	per gigabyte, per month	0.24	0.24	0.24
HBA Connection	per month	72.00	72.00	72.00
iSCIS Connection	per month	28.00	28.00	28.00
Virtual Server Session	per month	205.00	205.00	205.00
Managed Domain Service (SON Domain)	per user, per month	7.00	7.00	7.00 *
*New limit on size of files will be established				
Server Support				
Rack Mounted Device Hosting Service	Per "U" per month per GB protected (monthly)	50.00	50.00	50.00
Server Backup Service		0.69	0.69	0.69

FIELD SERVICES

Administration Fee on pass thru costs				
Design, Engineering, and Management Services	per hour	83.75	83.75	83.75
Installation Services	per hour	61.75	61.75	61.75

TRAINING

Computer Based Training Cost Share	Per User	75.0000	Depends on CBT Contract	
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Account 521400 **Data Processing:** Listed in the following table is a detailed breakdown of rates set by the Office of the CIO.

<u>Debit Code</u>	<u>Unit Description</u>	<u>FY 2009 Proposed</u>	<u>FY 2010 Proposed</u>	<u>FY 2011 Proposed</u>	
ENTERPRISE COMPUTING					
002	z/OS CPU (R36 Processor equivalent)	SEC-CPU	0.1150	0.1150	0.1150
003	z/OS DB2 INQUIRY CPU	SEC-CPU	0.1150	0.1150	0.1150
004	zIIP Processor	SEC-CPU	0.0700	0.0700	0.0700
013	z/OS JOB SETUP	JOB	1.3200	1.3200	1.3200
014	z/OS DISK STORAGE	CYL/MO	0.0750	0.0750	0.0750
015	z/OS JOB OUTPUT	REPORT	0.4000	0.4000	0.4000
016	z/OS TAPE STORAGE	GB/MO	2.2500	2.2500	2.2500
032	z/OS DISPATCH ONLINE VIEW	EACH	0.0500	0.0500	0.0500
034	CICS	SEC-CPU	0.2550	0.2550	0.2550
035	CICS TEST	SEC-CPU	0.2550	0.2550	0.2550
144	APPLICATIONS DEVELOPER	HOUR	61.7500	61.7500	61.7500 *
146	SENIOR APPLICATIONS DEVELOPER	HOUR	72.2500	72.2500	72.2500 *
148	LEAD APPLICATIONS DEVELOPER	HOUR	83.7500	83.7500	83.7500 *
144a	APPLICATIONS DEVELOPER -- Co-located	HOUR	54.2500	54.2500	54.2500 *
146a	SENIOR APPLICATIONS DEVELOPER -- Co-located	HOUR	64.7500	64.7500	64.7500 *
148a	LEAD APPLICATIONS DEVELOPER -- Co-located	HOUR	76.2500	76.2500	76.2500 *
166	DATA BASE ADM/SENIOR	HOUR	72.2500	72.2500	72.2500 *
168	DATA BASE ADM/LEAD	HOUR	83.7500	83.7500	83.7500 *
VOLUME VOUCHER	Time and Materials	Time and materials in proportion to usage.			**
CLARITY	Retainer	Retainer based on usage metrics			

*NOTE: Rates could be affected by larger than planned reductions in hours by DHHS.

**NOTE: In the past, agencies have refused to pay for maintenance of the Volume Voucher System

PLANNING AND PROJECT MANAGEMENT

Automated Notification Service	Agency per month	500	500	500
Security Assessments	to be determined	TBD	TBD	TBD

TECHNOLOGY SUPPORT

HOSTED SERVICES

038	Web Hosting Hit Rate (first 200,000)	per hit	0.0060	0.0060	0.0060
039	Web Hosting Hit Rate (200K - 1,000K)	per hit	0.0020	0.0020	0.0020
040	Web Hosting Hit Rate (1,000K to 4,000K)	per hit	0.0002	0.0002	0.0002
073	Web Application -- Complexity 1	Per Month	195.0000	195.0000	195.0000
074	Web Application -- Complexity 2	Per Month	390.0000	390.0000	390.0000
075	Web Application -- Complexity 3	Per Month	585.0000	585.0000	585.0000
076	Web Application -- Complexity 4	Per Month	780.0000	780.0000	780.0000
061	OBIEE / Siebel Analytics Reporting	per user	31.00	31.00	31.00
064	Kronos Time Entry Service	per user	1.62	1.62	1.62
069	Inbound E-Fax	each	0.0950	0.0950	0.0950
070	Outbound E-Fax	each	0.0950	0.0950	0.0950
071	Outbound Long Distance E-Fax	each	0.1450	0.1450	0.1450
	Directory Services	authorized user/month	0.10	0.10	0.10

NEBRASKA UNIFIED COLLABORTION PROGRAM

Exchange Email Service	Account / Month	7.00	7.00	7.00
	Per 250 MB per month			
Exchange Email Storage Surcharge	month	2.00	2.00	2.00
Exchange Presence / Instant Messaging	Account / Month	1.00	1.00	1.00
Exchange / SharePoint Licensing -- one-time	Account / One Time	274.42	274.42	274.42
Exchange / SharePoint Licensing -- monthly (72 months)	Account / Month	3.81	3.81	3.81
SharePoint Group Sites	Per MB per month	0.0189	0.0189	0.0189
SharePoint Personal Sites (10 MB limit)	Account / Month	no charge	no charge	no charge
Exchange Archiving / Records Retention / Legal Discovery	TBD	TBD	TBD	TBD
Office Communicator System (OCS)	TBD	TBD	TBD	TBD

Account 521500

Publications and Printing

Print Shop & Copy Services: Listed in the following table is a detailed breakdown of rates set by the Material Division. Many of the services for the two departments were combined, resulting in combined rates. This list should be used to estimate your agency's copying/printing costs for FY 2010 and FY 2011. Most print jobs utilize more than one type of service. Please contact the Print Shop Manager (471-2826) for additional information.

<u>Cost Center</u>	<u>Service</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>
401	Type Input/Design 1/2 hour	40.13	40.13	40.13
524	Computer to Plate (each)	12.95	12.95	12.95
525	CTP-Metal	50.12	50.12	50.12
601	Black Ink	7.43	7.43	7.43
602	Wash Up (each)	27.49	27.49	27.49
603	Plate Change (each)	5.64	5.64	5.64
611	Web Impression/M	1.96	1.96	1.96
621	Docutech Impression/C	2.27	2.27	2.27
625	Warrant Printing (per warrant)	0.050	0.050	0.050
626	Variable Printing/Copy (each)	0.023	0.031	0.031
631	Sheet Impression / M	4.41	4.41	4.41
660	Digital Color	0.16	0.16	0.16
701	Machine Staple / C	1.96	1.96	1.96

<u>Cost Center</u>	<u>Service</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>
703	Padding / M	2.36	2.36	2.36
711	Collate # Sheet – each	7.48	7.48	7.48
712	Collate # Sets / C	3.02	3.02	3.02
721	Folding / M	6.87	6.87	6.87
722	Punching / M	2.91	2.91	2.91
731	Numbering / M	21.02	21.02	21.02
732	Perforating / Score / M	10.24	10.24	10.24
741	Trimming / M	1.70	1.70	1.70
751	Shrink Wrap – each	0.35	0.35	0.35
752	Inkjet Labeling / M	40.50	35.84	35.84
771	Insert/Smart Insert Pc/Env – each	9.50	8.73	8.73
772	Insert # Envelope / C	1.43	1.43	1.43
773	Smart Insert # Envelope / C	4.66	4.66	4.66
799	Finish Hourly - 1/2 hour	21.42	21.42	21.42
802	Special Purchase	35%	35%	35%
803	Paper Costs	35%	35%	35%
804	Plate Costs	35%	35%	35%
805	Special Order Supplies	35%	35%	35%
806	Colored Ink	35%	35%	35%
	NSOB Color Copies	0.07	0.07	0.07
	Binding	0.70	0.70	0.70
	CD Burns	2.00	2.00	2.00
	DVD Burns	4.00	4.00	4.00
	Laminating (all sizes)	0.66	0.66	0.66

Account 524000

State Building Division Rates: The following table lists the square footage rental rates for various spaces administered by the AS State Building Division. The base rates in the table below reflect the operating costs of office and other special use space occupied in State owned facilities. The depreciation rate components listed in the table are assessments established for building renewal projects under the Deferred Building Renewal Act. The rates published in the 2006 Budget instructions for FY 2009, reflect both the published and **funded** rates for FY 2009. The rates listed do NOT include rates and costs for commercial leases administered by the AS Building Division for office and special use space. For commercial lease cost information, see Account 524600. If your facility is not listed, or if you have questions, please contact AS State Building Division at 471-3191.

<u>Building</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>
Assurity Bldg			
Base	\$ -	\$ -	\$ 8.75
Depreciation	\$ -	\$ -	\$ 2.03
Total	\$ -	\$ -	\$ 10.78
Beatrice State Development Center			
Base	\$ 6.73	\$ 6.14	\$ 6.14
Depreciation	\$ 2.94	\$ 2.52	\$ 2.52
Total	\$ 9.67	\$ 8.66	\$ 8.66
Executive Bldg			
Base	\$ 15.89	\$ 15.00	\$ 15.00
Depreciation	\$ 3.00	\$ 2.72	\$ 2.72
Total	\$ 18.89	\$ 17.72	\$ 17.72

<u>Building</u>		<u>FY 2009</u>		<u>FY 2010</u>		<u>FY 2011</u>
Eastern Nebraska Veterans Home						
Base	\$	5.75	\$	5.02	\$	5.02
Depreciation	\$	2.84	\$	2.58	\$	2.58
Total	\$	8.59	\$	7.60	\$	7.60
501 Bldg OCIO						
Base	\$	22.43	\$	18.28	\$	18.28
Depreciation	\$	3.87	\$	3.80	\$	3.80
Total	\$	26.30	\$	22.08	\$	22.08
501 Bldg Revenue						
Base	\$	15.67	\$	9.00	\$	9.00
Depreciation	\$	3.87	\$	3.80	\$	3.80
Total	\$	19.54	\$	12.80	\$	12.80
501 Bldg Print Shop						
Base	\$	15.67	\$	9.00	\$	9.00
Depreciation	\$	3.87	\$	3.80	\$	3.80
Total	\$	19.54	\$	12.80	\$	12.80
Geneva YRTC						
Base	\$	6.48	\$	5.89	\$	5.89
Depreciation	\$	2.89	\$	2.47	\$	2.47
Total	\$	9.37	\$	8.36	\$	8.36
Grand Island Vets Home						
Base	\$	7.08	\$	6.79	\$	6.79
Depreciation	\$	4.51	\$	3.86	\$	3.86
Total	\$	11.59	\$	10.65	\$	10.65
Grand Island Patrol Facility						
Base	\$	9.50	\$	9.50	\$	9.50
Depreciation	\$	1.78	\$	1.53	\$	1.53
Total	\$	11.28	\$	11.03	\$	11.03
Hastings Regional Center						
Base	\$	7.21	\$	4.02	\$	4.02
Depreciation	\$	3.69	\$	3.16	\$	3.16
Total	\$	10.90	\$	7.18	\$	7.18
Kearney Game and Parks Maintenance Facility						
Base	\$	2.95	\$	2.85	\$	2.85
Depreciation	\$	0.79	\$	0.68	\$	0.68
Total	\$	3.74	\$	3.53	\$	3.53
Kearney YRTC						
Base	\$	4.69	\$	4.10	\$	4.10
Depreciation	\$	2.14	\$	1.83	\$	1.83
Total	\$	6.83	\$	5.93	\$	5.93

<u>Building</u>		<u>FY 2009</u>		<u>FY 2010</u>		<u>FY 2011</u>
Law Enforcement Training Center						
Base	\$	6.51	\$	6.51	\$	6.51
Depreciation	\$	3.97	\$	3.40	\$	3.40
Total	\$	10.48	\$	9.91	\$	9.91
Lincoln Regional Center						
Base	\$	6.04	\$	6.04	\$	6.04
Depreciation	\$	4.12	\$	3.53	\$	3.53
Total	\$	10.16	\$	9.57	\$	9.57
Nebraska State Office Bldg						
Base	\$	7.84	\$	7.84	\$	7.84
Depreciation	\$	3.45	\$	3.44	\$	3.44
Total	\$	11.29	\$	11.28	\$	11.28
Norfolk Veterans Home						
Base	\$	5.49	\$	5.49	\$	5.49
Depreciation	\$	3.70	\$	3.16	\$	3.16
Total	\$	9.19	\$	8.65	\$	8.65
Norfolk Regional Center						
Base	\$	6.75	\$	6.10	\$	6.10
Depreciation	\$	3.81	\$	3.05	\$	3.05
Total	\$	10.56	\$	9.15	\$	9.15
Norfolk Patrol						
Base	\$	10.52	\$	10.52	\$	10.52
Depreciation	\$	1.79	\$	1.53	\$	1.53
Total	\$	12.31	\$	12.05	\$	12.05
North Platte Craft State Office Building						
Base	\$	16.94	\$	16.94	\$	16.94
Depreciation	\$	3.19	\$	2.73	\$	2.73
Total	\$	20.13	\$	19.67	\$	19.67
North Platte Patrol Facility						
Base	\$	9.43	\$	9.43	\$	9.43
Depreciation	\$	0.73	\$	0.62	\$	0.62
Total	\$	10.16	\$	10.05	\$	10.05
Nebraska Omaha Travel Information Center						
Base	\$	10.62	\$	10.62	\$	10.62
Depreciation	\$	1.62	\$	1.39	\$	1.39
Total	\$	12.24	\$	12.01	\$	12.01
Omaha Patrol Facility						
Base	\$	10.26	\$	10.16	\$	10.16
Depreciation	\$	1.80	\$	1.55	\$	1.55
Total	\$	12.06	\$	11.71	\$	11.71

<u>Building</u>		<u>FY 2009</u>		<u>FY 2010</u>		<u>FY 2011</u>
Omaha State Office Building						
Base	\$	13.37	\$	12.72	\$	12.72
Depreciation	\$	2.94	\$	3.07	\$	3.07
Total	\$	16.31	\$	15.79	\$	15.79
Panhandle State Office Building						
Base	\$	23.51	\$	22.01	\$	22.01
Depreciation	\$	3.73	\$	3.19	\$	3.19
Total	\$	27.24	\$	25.20	\$	25.20
State Laboratory						
Base	\$	19.18	\$	19.18	\$	19.18
Depreciation	\$	2.80	\$	2.42	\$	2.42
Total	\$	21.98	\$	21.60	\$	21.60
Surplus Property						
Base	\$	2.46	\$	2.46	\$	2.46
Depreciation	\$	1.06	\$	0.91	\$	0.91
Total	\$	3.52	\$	3.37	\$	3.37
Transportation Services Bureau Center						
Base	\$	8.56	\$	8.00	\$	8.00
Depreciation	\$	2.50	\$	2.14	\$	2.14
Total	\$	11.06	\$	10.14	\$	10.14
TSB Gas Shack						
Base	\$	7.05	\$	7.05	\$	7.05
Depreciation	\$	2.50	\$	2.59	\$	2.59
Total	\$	9.55	\$	9.64	\$	9.64
Western Nebraska Veterans Home						
Base	\$	6.57	\$	6.57	\$	6.57
Depreciation	\$	2.97	\$	2.54	\$	2.54
Total	\$	9.54	\$	9.11	\$	9.11
Whitehall Campus						
Base	\$	8.40	\$	8.30	\$	8.30
Depreciation	\$	3.28	\$	2.63	\$	2.63
Total	\$	11.68	\$	10.93	\$	10.93

Account 524600 **State Building Division Commercial Leases:** Agencies occupying space in commercial leased space managed through the AS State Building Division are assessed an overhead cost of 1% of the annual cost of the lease. This assessment will be reflected on the space allocation agreement. Some of the individual commercial leases have annual increases as a part of the lease agreement. If you have questions regarding commercial leased space, please contact AS State Building Division at 471-3191.

Account 524900 **Task Force for Building Renewal Assessments:** LB 1100, passed during the 1998 Legislative Session, authorizes depreciation assessments upon completion of capital improvement projects involving State facilities and creates three funds to which these charges will be credited. These funds are the State Building Renewal Assessment Fund,

the University Building Renewal Assessment Fund, and the State College Building Renewal Assessment Fund. Capital improvement projects subject to the depreciation assessment include construction of new facilities, additions to and renovations of existing facilities purchase of facilities and acquisition of facilities by other means.

For projects entailing new construction, additions or renovations, depreciation assessments are based on the total cost of the project, with the assessment calculated at 2% of the total project cost. For facilities purchased or otherwise acquired, the depreciation assessment is 2% of the acquisition cost or 2% of the value of the facility, whichever is greater. LB 1092, enacted during the 2004 Legislative Session, reduced the depreciation assessment in all cases to 0% for FY 2004-05 and to 1% for FY 2005-06 and FY 2006-07. The depreciation rate did not return to 2% in FY 2007-08 nor FY 2008-09, but remained at 1%. It will remain at 1% through FY 2011.

Account 541100

Accounting/NIS Assessments: The Accounting/NIS rates for FY 2010 and FY 2011 are based on the Division's request for resources to support State Accounting and the NIS system and corresponding functional areas.

<u>Agency #</u>	<u>Agency Name</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>
003	Legislative Council	\$ 19,092	\$ 13,748	\$ 14,463
005	Supreme Court	\$ 57,507	\$ 49,897	\$ 52,431
007	Governor/PRO/Energy	\$ 10,733	\$ 9,920	\$ 10,412
008	Lieutenant Governor	\$ 263	\$ 150	\$ 158
009	Secretary of State	\$ 10,154	\$ 8,113	\$ 8,518
010	Auditor of Public Accounts	\$ 5,371	\$ 3,666	\$ 3,839
011	Attorney General	\$ 8,593	\$ 8,362	\$ 8,819
012	State Treasurer	\$ 23,246	\$ 26,248	\$ 28,192
013	Dept. of Education	\$ 298,160	\$ 297,824	\$ 314,276
014	Public Service Commission	\$ 16,968	\$ 13,488	\$ 14,187
015	Board of Pardons	\$ 2,388	\$ 2,067	\$ 2,177
016	Dept. of Revenue	\$ 304,694	\$ 278,728	\$ 291,807
017	Dept. of Aeronautics	\$ 11,574	\$ 11,111	\$ 11,681
018	Dept. of Agriculture	\$ 30,264	\$ 25,241	\$ 26,672
019	Dept. of Banking	\$ 7,953	\$ 7,072	\$ 7,431
021	State Fire Marshal	\$ 13,221	\$ 8,409	\$ 8,869
022	Dept. of Insurance	\$ 16,326	\$ 14,632	\$ 15,379
023	Dept. of Labor	\$ 62,863	\$ 102,608	\$ 107,778
024	Dept. of Motor Vehicles	\$ 31,419	\$ 28,932	\$ 30,656
025	DHHS - 020 + 025 + 026	\$ 1,769,120	\$ 1,358,519	\$ 1,432,940
027	Dept. of Roads	\$ 253,792	\$ 276,417	\$ 288,783
028	Dept. of Veterans' Affairs	\$ 8,422	\$ 8,900	\$ 9,416
029	Dept. of Natural Resources	\$ 23,789	\$ 20,634	\$ 21,756
030	Nebraska Electrical Board	\$ 3,037	\$ 3,000	\$ 3,143
031	Military Department	\$ 32,087	\$ 34,460	\$ 36,247
032	Educational Lands & Funds	\$ 5,720	\$ 5,351	\$ 5,616
033	Game & Parks Commission	\$ 135,833	\$ 115,070	\$ 121,686
034	Library Commission	\$ 5,133	\$ 5,538	\$ 5,848
035	Liquor Control Commission	\$ 2,698	\$ 2,369	\$ 2,528
036	State Racing Commission	\$ 2,516	\$ 2,224	\$ 2,331
037	Workers' Compensation Court	\$ 10,811	\$ 9,675	\$ 10,187
038	Comm. Status of Women	\$ -	\$ -	\$ -
039	Nebraska Brand Committee	\$ 7,275	\$ 6,768	\$ 7,155
040	Motor Veh. Ind. Licensing Bd.	\$ 2,568	\$ 2,168	\$ 2,268
041	Real Estate Commission	\$ 3,682	\$ 3,446	\$ 3,619

<u>Agency #</u>	<u>Agency Name</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>
045	Bd. of Barber Examiners	\$ 2,151	\$ 2,380	\$ 2,494
046	Dept. of Correctional Services	\$ 208,818	\$ 186,763	\$ 196,305
047	Educational Telecom. Comm.	\$ 14,386	\$ 10,426	\$ 10,980
048	CCPE	\$ 4,485	\$ 7,001	\$ 7,363
050	State Colleges	\$ 102,432	\$ 86,406	\$ 91,407
051	University of Nebraska	\$ 565,352	\$ 559,967	\$ 594,968
053	Real Estate Appraiser Board	\$ 1,141	\$ 1,328	\$ 1,438
054	State Historical Society	\$ 10,046	\$ 8,030	\$ 8,476
056	Nebraska Wheat Board	\$ 1,292	\$ 702	\$ 743
057	Nebraska Oil & Gas Comm.	\$ 1,551	\$ 1,245	\$ 1,346
058	Engineers & Architects	\$ 2,461	\$ 2,907	\$ 3,059
059	Board of Geologists	\$ 98	\$ 81	\$ 86
060	Nebraska Ethanol Board	\$ 1,866	\$ 1,999	\$ 2,095
061	Dairy Ind. Dev. Board	\$ 409	\$ 353	\$ 371
062	Land Surveyors	\$ 96	\$ 79	\$ 85
063	Public Accountancy Board	\$ 1,191	\$ 1,189	\$ 1,289
064	State Patrol	\$ 56,239	\$ 42,166	\$ 44,519
065	Administrative Services	\$ 223,651	\$ 228,413	\$ 241,218
066	Abstractors Board	\$ 654	\$ 647	\$ 712
067	Equal Opportunity Commission	\$ 2,880	\$ 2,559	\$ 2,720
068	Mexican American Commission	\$ 1,578	\$ 1,743	\$ 1,822
069	Arts Council	\$ 3,469	\$ 3,314	\$ 3,485
070	Foster Care Review Board	\$ 3,261	\$ 2,963	\$ 3,111
072	Economic Development	\$ 15,639	\$ 14,678	\$ 15,449
073	Landscape Architects	\$ 53	\$ 76	\$ 80
074	Nebraska Power Review Board	\$ 896	\$ 888	\$ 970
075	Nebraska Investment Council	\$ 1,499	\$ 1,391	\$ 1,494
076	Comm. on Indian Affairs	\$ 1,787	\$ 1,804	\$ 1,887
077	Comm. of Industrial Relations	\$ 1,991	\$ 2,454	\$ 2,566
078	Crime Commission	\$ 9,021	\$ 8,738	\$ 9,204
081	Blind & Visually Impaired	\$ 18,535	\$ 18,639	\$ 19,677
082	Hearing Impaired	\$ 1,681	\$ 1,709	\$ 1,835
084	Environmental Quality	\$ 75,055	\$ 55,845	\$ 58,650
085	Retirement Board	\$ 109,398	\$ 121,896	\$ 129,331
086	Dry Bean Commission	\$ 352	\$ 274	\$ 294
087	Account. & Disclosure Comm.	\$ 1,222	\$ 1,203	\$ 1,300
088	Corn Board	\$ 3,677	\$ 2,398	\$ 2,527
092	Grain Sorghum Board	\$ 442	\$ 277	\$ 294
093	Tax Equal. & Review Comm.	\$ 2,083	\$ 2,219	\$ 2,320
094	Public Advocacy Comm.	\$ 1,941	\$ 1,882	\$ 1,982
096	Property Assess. & Taxation	\$ 8,080	\$ -	\$ -
	Totals	\$ 4,660,129	\$ 4,153,789	\$ 4,381,222

Account 541100

NIS Debt Assessment: The annual Debt Assessments for the Nebraska Information System will end after FY 2009. Agencies will experience a savings in their overall Accounting/NIS charges in FY 2010 and FY 2011 as a result of the elimination of this Assessment.

<u>Agency #</u>	<u>Agency Name</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>
003	Legislative Council	\$8,758	\$0	\$0
005	Supreme Court	\$21,958	\$0	\$0
007	Governor/PRO/Energy	\$6,727	\$0	\$0

<u>Agency #</u>	<u>Agency Name</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>
008	Lieutenant Governor	\$381	\$0	\$0
009	Secretary of State	\$3,173	\$0	\$0
010	Auditor of Public Accounts	\$2,285	\$0	\$0
011	Attorney General	\$3,681	\$0	\$0
012	State Treasurer	\$25,385	\$0	\$0
013	Dept. of Education	\$79,709	\$0	\$0
014	Public Service Commission	\$3,427	\$0	\$0
015	Board of Pardons	\$1,142	\$0	\$0
016	Dept. of Revenue	\$61,178	\$0	\$0
017	Dept. of Aeronautics	\$3,935	\$0	\$0
018	Dept. of Agriculture	\$10,281	\$0	\$0
019	Dept. of Banking	\$3,427	\$0	\$0
021	State Fire Marshal	\$4,189	\$0	\$0
022	Dept. of Insurance	\$4,189	\$0	\$0
023	Dept. of Labor	\$16,881	\$0	\$0
024	Dept. of Motor Vehicles	\$8,377	\$0	\$0
025	DHHS - 020 + 025 + 026	\$327,973	\$0	\$0
027	Dept. of Roads	\$95,543	\$0	\$0
028	Dept. of Veterans' Affairs	\$3,300	\$0	\$0
029	Dept. of Natural Resources	\$4,569	\$0	\$0
030	Nebraska Electrical Board	\$1,396	\$0	\$0
031	Military Department	\$15,866	\$0	\$0
032	Educational Lands & Funds	\$3,173	\$0	\$0
033	Game & Parks Commission	\$42,012	\$0	\$0
034	Library Commission	\$2,792	\$0	\$0
035	Liquor Control Commission	\$1,015	\$0	\$0
036	State Racing Commission	\$1,269	\$0	\$0
037	Workers' Compensation Court	\$2,538	\$0	\$0
038	Comm. Status of Women	\$0	\$0	\$0
039	Nebraska Brand Committee	\$5,458	\$0	\$0
040	Motor Veh. Ind. Licensing Bd.	\$1,396	\$0	\$0
041	Real Estate Commission	\$1,523	\$0	\$0
045	Bd. of Barber Examiners	\$635	\$0	\$0
046	Dept. of Correctional Services	\$64,732	\$0	\$0
047	Educational Telecom. Comm.	\$5,331	\$0	\$0
048	CCPE	\$1,650	\$0	\$0
050	State Colleges	\$65,366	\$0	\$0
051	University of Nebraska	\$55,176	\$0	\$0
053	Real Estate Appraiser Board	\$762	\$0	\$0
054	State Historical Society	\$5,331	\$0	\$0
056	Nebraska Wheat Board	\$635	\$0	\$0
057	Nebraska Oil & Gas Comm.	\$1,015	\$0	\$0
058	Engineers & Architects	\$888	\$0	\$0
059	Board of Geologists	\$0	\$0	\$0
060	Nebraska Ethanol Board	\$888	\$0	\$0
061	Dairy Ind Dev Board	\$0	\$0	\$0
062	Land Surveyors	\$127	\$0	\$0
063	Public Accountancy Board	\$1,142	\$0	\$0
064	State Patrol	\$17,389	\$0	\$0
065	Administrative Services	\$67,143	\$0	\$0
066	Abstractors Board	\$381	\$0	\$0
067	Equal Opportunity Commission	\$1,396	\$0	\$0
068	Mexican American Commission	\$508	\$0	\$0

<u>Agency #</u>	<u>Agency Name</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>
069	Arts Council	\$2,031	\$0	\$0
070	Foster Care Review Board	\$1,269	\$0	\$0
072	Economic Development	\$11,677	\$0	\$0
073	Landscape Architects	\$127	\$0	\$0
074	Nebraska Power Review Board	\$508	\$0	\$0
075	Nebraska Investment Council	\$1,015	\$0	\$0
076	Comm. on Indian Affairs	\$508	\$0	\$0
077	Comm. of Industrial Relations	\$635	\$0	\$0
078	Crime Commission	\$4,062	\$0	\$0
081	Blind & Visually Impaired	\$2,792	\$0	\$0
082	Hearing Impaired	\$1,015	\$0	\$0
084	Environmental Quality	\$17,135	\$0	\$0
085	Retirement Board	\$18,150	\$0	\$0
086	Dry Bean Commission	\$508	\$0	\$0
087	Account. & Disclosure Comm.	\$888	\$0	\$0
088	Corn Board	\$1,142	\$0	\$0
092	Grain Sorghum Board	\$762	\$0	\$0
093	Tax Equal. & Review Comm.	\$762	\$0	\$0
094	Public Advocacy Comm.	\$888	\$0	\$0
096	Property Assess. & Taxation	\$5,204	\$0	\$0
	Totals	\$1,140,479	\$0	\$0

Account 556100 **Motor Vehicle Liability:** The assessments reflect adjustments due to an actuarial study which identified actual claims and loss history for each agency.

<u>Agency #</u>	<u>Agency</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>
009	Secretary of State		284	284
013	Dept of Education	2,395	1,423	1,423
014	Public Service Comm.	4,932	3,700	3,700
016	Dept. of Revenue	379		
017	Dept. of Aeronautics	3,911	3,984	3,984
018	Dept. of Agriculture	26,695	19,874	19,874
021	State Fire Marshal	4,382	8,351	8,351
022	Dept. of Insurance	379	284	284
024	Dept. of Motor Vehicles	2,466	427	427
025	DHHS-20+25+26	102,261	138,687	138,687
027	Dept. of Roads	1,659,009	1,177,561	1,177,561
029	Dept. of Natural Res.	2,656	2,174	2,174
031	Military Department	67,970	21,565	21,565
032	Ed Lands & Funds	2,656	4,252	4,252
033	Game & Parks	417,181	300,942	300,942
039	Brand Committee	2,656	1,481	1,481
046	Dept. of Corrections	62,738	39,968	39,968
047	Educ. Telecom. Comm.	759	1,138	1,138
050-01	Chadron State	15,176	13,912	13,912
050-03	Peru State	1,518	9,676	9,676
050-04	Wayne State	13,279	18,064	18,064
054	State Historical Society	4,173	2,277	2,277
057	Oil & Gas Commission	1,518	1,138	1,138
060	Ethanol Board		284	284
064	State Patrol	143,183	445,357	445,357
065-04	AS – Building	60,072	48,617	48,617
065-05	AS - Materiel	759	854	854
065-10	AS – TSB	343,917	424,069	424,069
065-13	AS - Capitol Com		569	569

<u>Agency #</u>	<u>Agency</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>
071 (7)	Energy Office	1,138	854	854
078	Crime Commission	1,518	284	284
084	Environmental Quality		284	284
	Totals	2,949,677	2,692,334	2,692,334

Physical Damage Coverage

If your agency wishes to purchase this coverage, vehicles will be charged \$1.545 per \$100 of valuation for FY 2010 and FY 2011.

Inland Marine Rates

If your agency wishes to purchase coverage for mobile equipment, it will be assessed at \$.091 per \$100 of replacement value for FY 2010 and FY 2011.

Account 556100

State Property Insurance: The Division of Risk Management procures insurance for both real and personal property. As in previous years, insurance is required for state buildings. Agencies will continue to have the option whether to purchase insurance for their inventory/contents.

- State Building Insurance.** Each state agency owning building(s) should budget for property insurance at the rate of \$.068 per \$100 valuation for FY 2010 and FY 2011. AS will be responsible for the insurance on buildings owned by the State Building Division. Reported property values for the various state agencies are maintained by the State Building Division. If you have questions regarding your agency's property valuation, please contact the State Building Division (471-3191) or the Division of Risk Management (471-2551).
- State Inventory/Contents Insurance.** If your agency wishes to purchase inventory/contents insurance, please contact the Division of Risk Management to confirm the amount to be covered. The cost of inventory/contents insurance is \$.054 per \$100 of replacement value for FY 2010 and FY 2011.
- State Blanket Bond.** Each State Agency should budget for statutorily required Blanket bond Coverage. For FY 2010 it is \$3.68 per FTE. For FY 2011 it is \$4.33 per FTE.

Account 559100

Purchasing Assessment: The Purchasing Assessments for FY 2010 and FY 2011 are based on the AS Material Division's request for resources to meet the current demands relative to the processing of goods and service contracts.

<u>Agency #</u>	<u>Agency</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>
003	Legislative Council	\$ 1,264	\$ 1,765	\$ 1,765
005	Supreme Court	\$ 7,017	\$ 9,485	\$ 9,485
007	Governor/PRO/Energy	\$ 799	\$ 939	\$ 939
008	Lieutenant Governor	\$ 8	\$ 10	\$ 10
009	Secretary of State	\$ 2,786	\$ 2,954	\$ 2,954
010	Auditor	\$ 792	\$ 689	\$ 689
011	Attorney General	\$ 785	\$ 1,938	\$ 1,938
012	State Treasurer	\$ 2,980	\$ 3,463	\$ 3,463
013	Dept. of Education	\$ 8,680	\$ 14,655	\$ 14,655
014	Public Service Commission	\$ 4,656	\$ 6,476	\$ 6,476
015	Pardons Board	\$ 45	\$ 52	\$ 52
016	Dept. of Revenue	\$ 7,781	\$ 7,883	\$ 7,883
017	Dept. of Aeronautics	\$ 1,314	\$ 2,894	\$ 2,894
018	Dept. of Agriculture	\$ 4,324	\$ 5,280	\$ 5,280
019	Dept. of Banking	\$ 591	\$ 756	\$ 756
021	State Fire Marshal	\$ 845	\$ 750	\$ 750

Agency #	Agency	FY 2009	FY 2010	FY 2011
022	Dept. of Insurance	\$ 3,328	\$ 2,728	\$ 2,728
023	Dept. of Labor	\$ 7,322	\$ 9,544	\$ 9,544
024	Dept. of Motor Vehicles	\$ 5,136	\$ 4,621	\$ 4,621
025	DHHS - 020 + 025 + 026	\$ 297,371	\$ 298,612	\$ 298,612
027	Dept. of Roads	\$ 163,817	\$ 164,511	\$ 164,511
028	Dept. of Veterans Affairs	\$ 124	\$ 202	\$ 202
029	Dept. of Natural Resources	\$ 3,002	\$ 3,485	\$ 3,485
030	Nebraska Electrical Board	\$ 113	\$ 112	\$ 112
031	Military Department	\$ 9,642	\$ 7,220	\$ 7,220
032	Educational Lands and Funds	\$ 1,036	\$ 1,420	\$ 1,420
033	Game and Parks	\$ 24,298	\$ 28,360	\$ 28,360
034	Library Commission	\$ 456	\$ 475	\$ 475
035	Liquor Control Commission	\$ 144	\$ 115	\$ 115
036	State Racing Commission	\$ 98	\$ 157	\$ 157
037	Workers Compensation Court	\$ 557	\$ 639	\$ 639
039	Brand Committee	\$ 241	\$ 334	\$ 334
040	Motor Veh. Ind. Licensing Bd.	\$ 67	\$ 67	\$ 67
041	Real Estate Commission	\$ 251	\$ 260	\$ 260
045	Bd. of Barber Examiners	\$ 10	\$ 12	\$ 12
046	Dept. of Corrections	\$ 82,409	\$ 77,048	\$ 77,048
047	Education Telecom. Commission	\$ 4,326	\$ 4,030	\$ 4,030
048	CCPE	\$ 639	\$ 828	\$ 828
053	Real Estate Appraiser Board	\$ 47	\$ 91	\$ 91
054	State Historical Society	\$ 1,439	\$ 1,276	\$ 1,276
056	Nebraska Wheat Board	\$ 731	\$ 724	\$ 724
057	Nebraska Oil and Gas Commission	\$ 96	\$ 124	\$ 124
058	Engineers & Architects	\$ 243	\$ 184	\$ 184
059	Bd. of Geologists	\$ 14	\$ 21	\$ 21
060	Nebraska Ethanol Board	\$ 217	\$ 125	\$ 125
061	Dairy Ind Dev Board	\$ 1,113	\$ 64	\$ 64
062	Land Surveyors	\$ 9	\$ 8	\$ 8
063	Public Accountancy Board	\$ 53	\$ 100	\$ 100
064	State Patrol	\$ 15,770	\$ 15,548	\$ 15,548
065	Administrative Services	\$ 85,150	\$ 83,693	\$ 83,693
066	Abstractors Board	\$ 7	\$ 6	\$ 6
067	Equal Opportunity Commission	\$ 180	\$ 244	\$ 244
068	Mexican-American Commission	\$ 36	\$ 32	\$ 32
069	Arts Council	\$ 177	\$ 213	\$ 213
070	Foster Care Review Board	\$ 166	\$ 177	\$ 177
072	Economic Development	\$ 3,075	\$ 3,251	\$ 3,251
073	Landscape Architects	\$ 5	\$ 8	\$ 8
074	Nebraska Power Review Board	\$ 53	\$ 40	\$ 40
075	Nebraska Investment Council	\$ 534	\$ 468	\$ 468
076	Comm. on Indian Affairs	\$ 37	\$ 29	\$ 29
077	Comm. of Industrial Relations	\$ 23	\$ 28	\$ 28
078	Crime Commission	\$ 2,079	\$ 3,579	\$ 3,579
081	Blind & Visually Impaired	\$ 476	\$ 549	\$ 549
082	Deaf & Hard of Hearing	\$ 121	\$ 143	\$ 143
084	Environmental Quality	\$ 18,835	\$ 16,745	\$ 16,745
085	Retirement Board	\$ 16,041	\$ 4,296	\$ 4,296
086	Dry Bean Commission	\$ 230	\$ 146	\$ 146
087	Account. & Disclosure Comm.	\$ 59	\$ 52	\$ 52
088	Corn Board	\$ 2,407	\$ 2,125	\$ 2,125
092	Grain Sorghum Board	\$ 76	\$ 55	\$ 55
093	Tax Equalization & Review	\$ 56	\$ 85	\$ 85
094	Public Advocacy Comm.	\$ 207	\$ 228	\$ 228
096	Property Assessment & Taxation	\$ 413	\$ -	\$ -
	Totals	\$ 799,224	\$ 799,224	\$ 799,224

Account 573100

State Owned Transportation: Vehicle charges consist of two components, mileage and rental rates. Mileage Rates represent the cost of operations, both direct and indirect. Rental (Lease) Rates represent vehicle replacement costs and account for depreciation and salvage value. Published FY 2010 and FY 2011 rates should be used to estimate your state owned transportation costs for the upcoming biennium. Changes in Mileage Rates may be required in FY 2010 or FY 2011 due to fluctuations in fuel prices. Changes in Lease rates may be required in FY 2010 or FY 2011 due to fluctuations in vehicle prices. High Mileage Rates will apply to vehicles averaging over 2,000 miles per month. Contact TSB for High Mileage Rates.

Monthly Lease Rates				
Type	Vehicle Type	FY 2009 Rates	FY 2010 Rates	FY 2011 Rates
CMP	Compact	\$ 169	\$ 172	\$ 179
ISD	Intermediate Sedans	\$ 170	\$ 188	\$ 188
ISW	Intermediate Wagon	\$ 177	\$ 188	\$ 197
MCA	Minivan Passenger-Mini Van Cargo	\$ 227	\$ 201	\$ 201
MPA	Minivan Passenger	\$ 222	\$ 223	\$ 223
SUB	Sub-Compact sedan	\$	\$ 164	\$ 171
4X4M	AWD Minivan	\$ 276	\$ 283	\$ 283
VAN	1 Ton Cargo Van	\$ 240	\$ 281	\$ 281
T12	1/2 Ton Pickup w/Topper*	\$ 209	\$ 224	\$ 226
1/2	1/2 Ton Pickup	\$ 201	\$ 219	\$ 224
T44	4x4 Pickup w/Topper*	\$ 238	\$ 248	\$ 248
44P	4x4 Pickup	\$ 233	\$ 274	\$ 272
C34	3/4 Ton Pickup w/Topper*	\$ 232	\$ 247	\$ 247
3/4	3/4 Ton Pickup	\$ 251	\$ 274	\$ 274
T34	3/4 1500 2x4 w/Topper*	\$ 303	\$ 354	\$ 354
CCP	Pickup Club Cab	\$ 261	\$ 270	\$ 287
TCP	Pickup Club Cab w/Topper*	\$ 267	\$ 295	\$ 295
12P	12 Passenger Van	\$ 231	\$ 269	\$ 278
15P	15-Passenger Van	\$ 271	\$ 299	\$ 293
1TN	Pickup 1-Ton	\$ 329	\$ 381	\$ 381
SU3	4X4 4-Passenger	\$ 230	\$ 274	\$ 274
SU4	4X2 5-Passenger	\$ 274	\$ 274	\$ 274
SU5	4X4 5-Passenger	\$ 245	\$ 250	\$ 250
SU6	4X2 7-Passenger	\$ 297	\$ 316	\$ 316
SU7	4X4 7-Passenger	\$ 302	\$ 313	\$ 313
SU8	4X2 9-Passenger	\$ 334	\$ 371	\$ 371
SU9	4X4 9-Passenger	\$ 360	\$ 392	\$ 392
T4D	4X4 Compact Pickup Crew Cab w/Topper*	\$ 250	\$ 263	\$ 287
T4C	1/2 Ton 4x4 Pickup Crew Cab w/Topper*	\$ 298	\$ 274	\$ 274
CE2	Compact Pickup	\$ 194	\$ 229	\$ 229
4X4 3	4X4 Diesel 3/4 Ton	\$ 301	\$ 301	\$ 301

*Rate includes \$15/month for Topper.

Mileage Rates				
Type	Vehicle Type	FY 2009 Rates	FY 2010 Rates	FY 2011 Rates
CMP	Compact	\$ 0.29	\$ 0.34	\$ 0.40
ISD	Intermediate Sedans	\$ 0.30	\$ 0.35	\$ 0.41
ISW	Intermediate Wagon	\$ 0.31	\$ 0.36	\$ 0.42
MCA	Minivan Passenger-Mini Van Cargo	\$ 0.31	\$ 0.36	\$ 0.42
MPA	Minivan Passenger	\$ 0.31	\$ 0.36	\$ 0.42
SUB	Sub-Compact sedan	\$ 0.28	\$ 0.33	\$ 0.39
4X4M	AWD Minivan	\$ 0.32	\$ 0.37	\$ 0.43
VAN	1 Ton Cargo Van	\$ 0.32	\$ 0.37	\$ 0.43
T12	1/2 Ton Pickup w/Topper	\$ 0.33	\$ 0.37	\$ 0.43
1/2	1/2 Ton Pickup	\$ 0.32	\$ 0.37	\$ 0.43
T44	4x4 Pickup w/Topper	\$ 0.33	\$ 0.38	\$ 0.44

<u>Type</u>	<u>Vehicle Type</u>	<u>FY 2009 Rates</u>	<u>FY 2010 Rates</u>	<u>FY 2011 Rates</u>
44P	4x4 Pickup	\$ 0.33	\$ 0.38	\$ 0.44
C34	3/4 Ton Pickup w/Topper	\$ 0.35	\$ 0.40	\$ 0.46
3/4	3/4 Ton Pickup	\$ 0.35	\$ 0.40	\$ 0.46
T34	3/4 1500 2x4 w/Topper	\$ 0.35	\$ 0.40	\$ 0.46
CCP	Pickup Club Cab	\$ 0.35	\$ 0.40	\$ 0.46
TCP	Pickup Club Cab w/Topper	\$ 0.35	\$ 0.40	\$ 0.46
12P	12 Passenger Van	\$ 0.33	\$ 0.38	\$ 0.44
15P	15-Passenger Van	\$ 0.33	\$ 0.38	\$ 0.44
1TN	Pickup 1-Ton	\$ 0.35	\$ 0.40	\$ 0.46
SU3	4X4 4-Passenger	\$ 0.33	\$ 0.38	\$ 0.44
SU4	4X2 5-Passenger	\$ 0.34	\$ 0.39	\$ 0.45
SU5	4X4 5-Passenger	\$ 0.35	\$ 0.40	\$ 0.46
SU6	4X2 7-Passenger	\$ 0.34	\$ 0.39	\$ 0.45
SU7	4X4 7-Passenger	\$ 0.35	\$ 0.40	\$ 0.46
SU8	4X2 9-Passenger	\$ 0.34	\$ 0.39	\$ 0.45
SU9	4X4 9-Passenger	\$ 0.36	\$ 0.41	\$ 0.47
T4D	4X4 Compact Pickup Crew Cab w/Topper	\$ 0.32	\$ 0.37	\$ 0.43
T4C	1/2 Ton 4x4 Pickup Crew Cab w/Topper	\$ 0.33	\$ 0.38	\$ 0.44
CE2	Compact Pickup	\$ 0.31	\$ 0.36	\$ 0.42
4X4 3	4X4 Diesel 3/4 Ton	\$ 0.36	\$ 0.41	\$ 0.47

Rental Half Day/Daily

<u>Type</u>	<u>Vehicle Type</u>	<u>FY 2009 Rates</u>		<u>FY 2010 Rates</u>		<u>FY 2011 Rates</u>	
		<u>1/2 Day</u>	<u>Daily</u>	<u>1/2 Day</u>	<u>Daily</u>	<u>1/2 Day</u>	<u>Daily</u>
CMP	Compact	\$6.00	\$9.50	\$6.50	\$10.50	\$6.50	\$11.00
ISD	Intermediate Sedans	\$6.50	\$10.50	\$7.00	\$11.50	\$7.00	\$11.50
ISW	Intermediate Wagon	\$6.50	\$11.00	\$7.00	\$11.50	\$7.50	\$12.00
MCA	Minivan Passenger-Mini Van Cargo	\$8.50	\$14.00	\$7.50	\$12.50	\$7.50	\$12.50
MPA	Minivan Passenger	\$8.00	\$13.50	\$8.50	\$13.50	\$8.50	\$13.50
SUB	Sub-Compact sedan	\$6.00	\$10.00	\$6.00	\$10.00	\$6.50	\$10.50
4X4M	AWD Minivan	\$10.00	\$17.00	\$10.50	\$17.00	\$10.50	\$17.00
VAN	1 Ton Cargo Van	\$9.00	\$14.50	\$10.50	\$17.00	\$10.50	\$17.00
T12	1/2 Ton Pickup w/Topper	\$8.00	\$13.00	\$8.50	\$13.50	\$8.50	\$14.00
1/2	1/2 Ton Pickup	\$7.50	\$12.50	\$8.00	\$13.50	\$8.50	\$13.50
T44	4x4 Pickup w/Topper	\$9.00	\$14.50	\$9.00	\$15.00	\$9.00	\$15.00
44P	4x4 Pickup	\$8.50	\$14.50	\$10.00	\$16.50	\$10.00	\$16.50
C34	3/4 Ton Pickup w/Topper	\$11.00	\$18.50	\$13.00	\$21.50	\$13.00	\$21.50
3/4	3/4 Ton Pickup	\$9.50	\$15.50	\$10.00	\$16.50	\$10.00	\$16.50
T34	3/4 1500 2x4 w/Topper	\$11.00	\$18.50	\$13.00	\$21.50	\$13.00	\$21.50
CCP	Pickup Club Cab	\$9.50	\$16.00	\$10.00	\$16.50	\$10.50	\$17.50
TCP	Pickup Club Cab w/Topper	\$10.00	\$16.50	\$11.00	\$18.00	\$11.00	\$18.00
12P	12 Passenger Van	\$8.50	\$14.00	\$10.00	\$16.50	\$10.50	\$17.00
15P	15-Passenger Van	\$10.00	\$16.50	\$11.00	\$18.00	\$11.00	\$18.00
SU3	4X4 4-Passenger	\$8.50	\$14.00	\$10.00	\$16.50	\$10.00	\$16.50
SU4	4X2 5-Passenger	\$9.00	\$15.00	\$9.00	\$15.00	\$9.00	\$15.00
SU5	4X4 5-Passenger	\$9.00	\$15.00	\$9.00	\$15.00	\$9.00	\$15.00
SU6	4X2 7-Passenger	\$11.00	\$18.00	\$11.50	\$19.00	\$11.50	\$19.00
SU7	4X4 7-Passenger	\$11.00	\$18.50	\$11.50	\$19.00	\$11.50	\$19.00
SU8	4X2 9-Passenger	\$12.50	\$20.50	\$13.50	\$22.50	\$13.50	\$22.50
SU9	4X4 9-Passenger	\$13.00	\$22.00	\$14.50	\$24.00	\$14.50	\$24.00
T4D	4X4 Compact Pickup Crew Cab w/Topper	\$9.00	\$15.00	\$9.50	\$16.00	\$10.50	\$17.50
T4C	1/2 Ton 4x4 Pickup Crew Cab w/Topper	\$11.00	\$18.00	\$10.00	\$16.50	\$10.00	\$16.50
CE2	Compact Pickup	\$7.00	\$12.00	\$8.50	\$14.00	\$8.50	\$14.00

Aeronautics

The FY 2010 and FY 2011 rates charged by the Nebraska Department of Aeronautics for State aircraft and pilot services are currently proposed as the same as those charged for FY 2009. These rates are subject to change however, prior to July 1, 2009. Further information in this area can be obtained by contacting the Nebraska Department of Aeronautics.

Current AIRCRAFT rates:

King Air B200 - 7 passenger seating - N4NU	\$4.10/mi (\$1,107.00/Hr)
Intermediate Stops	\$25 each
Piper Cheyenne IIXL - 7 passenger seating - 774KV	\$3.75/mi (\$900.00/Hr)
Intermediate Stops	\$20 each
Piper Navajo - 5 passenger seating – N100NE	\$2.95/mi (\$501.50/Hr)
Intermediate Stops	\$10 each

PILOT charges (all aircraft):

Pilot charges are \$66.00 per hour as of July 1, 2008. Pilot charges are assessed from one hour before departure time from Lincoln until the aircraft returns to Lincoln, unless remaining overnight elsewhere. If remaining overnight elsewhere, pilot charges terminate at the end of the normal duty day and resume at the beginning of the next duty day.

Open seats may be used on trips already scheduled, for a "hitchhiker" fee of \$0.50/mile.

The Aerial Photography fee in the Piper Navajo is \$501.50 per hour, plus pilot charges.

When the Nebraska Department of Aeronautics flies a rented aircraft in support of another State agency, an additional \$10.00 is assessed to the user agency to cover liability insurance.

Charges for Intermediate Stops will be made for any additional landings en route to an ultimate destination and/or on the return to Lincoln.

QUESTIONS

If you have questions regarding a certain section in this book, please contact the following person(s) at the telephone number or e-mail address listed:

Budget Request System Support

Gary Bush, Budget Management Analyst	471-4161	gary.bush@nebraska.gov
Joe Wilcox, Budget Management Analyst	471-4178	joe.wilcox@nebraska.gov
Lyn Heaton, Deputy Budget Administrator	471-4181	lyn.heaton@nebraska.gov

Budget Division Analysts

Gerry Oligmueller, State Budget Administrator	471-4171	gerry.oligmueller@nebraska.gov
Lyn Heaton, Deputy Budget Administrator	471-4181	lyn.heaton@nebraska.gov
Elton Larson, Sr. Budget Management Analyst	471-4173	elton.larson@nebraska.gov
Jean Dale, Sr. Budget Management Analyst	471-4176	jean.dale@nebraska.gov
Joe Wilcox, Budget Management Analyst	471-4178	joe.wilcox@nebraska.gov
William Scheideler, Budget Management Analyst	471-4180	william.scheideler@nebraska.gov
Dave Spatz, Budget Management Analyst	471-4179	david.spatz@nebraska.gov
Gary Bush, Budget Management Analyst	471-4161	gary.bush@nebraska.gov

Capital Construction / Building Renewal

Mike Rindone, AS Building Division	471-0428	mike.rindone@nebraska.gov
Steve Hotovy, AS Task Force for Building Renewal	471-3511	steve.hotovy@nebraska.gov
<u>To obtain a new Asset (Building) Tag#</u>		
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Information Technology

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