State of Nebraska

Budget Instructions

2011 – 2013 Biennium

Administrative Services State Budget Division
NEBRASKA BUDGET REQUEST AND REPORTING SYSTEM

Instructions Included for:

- Operating Budget Requests
  - Narratives
  - Base
  - Issues
  - Funds Analysis
- Budget Modifications
- Capital Construction / Building Renewal Requests
- NITC Information Technology Information
- Agency Administrator / Request Submission
- Appendices, including Projected Rates

June 2010

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GENERAL INSTRUCTIONS

Section 81-1113, Nebraska R.R.S. 2008 directs the State Budget Division to prescribe the forms and procedures that all agencies must use in compiling their budget requests and to establish the deadline for submitting budget requests. **Budget requests for the 2011-2013 biennium are due by 5:00 p.m., Wednesday, September 15, 2010.**

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 Nebraska Budget Request and Reporting System (NBRRS) 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 – General information and technical instructions related to the Budget Modification process
- Section III – Capital Construction and Building Renewal Guidelines and technical instructions
- Section IV – General information and Technical instructions related to the Information Technology screens developed in cooperation with staff of the Nebraska Information Technology Commission
- Section V – Agency Administrator / Request Submission technical instructions
- Appendices – Includes projected rates, NBRRS login and password help, along with information on persons who may be contacted for assistance.

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 2010-11) – Permanent Salaries and Appropriation
- Issues – Issue Details and Issues Summary
- Budget Modifications – Modification Details and Modifications Summary
- Funds – Funds Analysis
- Capital Construction/Building Renewal – Reaffirmations, Building Renewal Projects, Capital Construction Project, Request Summary, and Building Renewal Copy.
- Information Technology – Agency IT Setup, IT Project Proposals, IT Agency Summary, and NITC Forms.

Certain elements of the Agency, Division, and Program narratives can be copied forward from the final 2009-2011 biennial budget request upon request to the State Budget Division.

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 are available in the system, but editing has to be done at the subprogram level.

Issues

The Nebraska Budget Request and Reporting System (NBRRS) places the emphasis on explanation and justification, not accounting codes or job codes. An *Issue* is a change to the base and therefore could be a positive (increase) or negative (decrease). 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 defined by the agency on one screen with all of the justification necessary to support the request encapsulated within the identified issue. 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.

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).

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 the agencies.

There are no *Enterprise Issues* for the 2011 – 2013 biennial budget submission. No requests should be included in an agency's budget request submission for annual increases or decreases in employee salary or health benefit costs.

Amended Budget Requests

Revising a budget request after submission requires a formal request by the agency to the State Budget Division. The System Administrator in the State Budget Division will need to "unlock" the final version of the budget request to allow revisions to be made by an agency. Once the revisions have been made in the NBRRS and the version re-submitted by the agency, the State Budget Administrator must be formally advised (email to Gerry.Oligmueller@nebraska.gov explaining the revisions). The System Administrator will "post" the final version to the web.

Supplemental Budget Requests for FY 2010-11

Deficit budget requests for FY 2010-11 will be submitted using the NBRRS. The deficit instructions will be posted on the State Budget Division website.

The deadline for submission of supplemental deficit requests for FY 2010-11 will be Friday, October 22, 2010. If the supplemental request results in higher costs for subsequent years, those amounts should also be identified. The 2011-2013 biennium budget request should not assume any change in the current FY 2010-11 base appropriation related to anticipated FY 2010-11 supplemental budget 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 in a specific amount, 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.

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SECTION I

Operating Budget Request

Part A — Narratives

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Agency Narrative Instructions

Purpose

- To document agency authority to carry out programs, clarify agency purpose, identify significant issues, articulate management strategies, and to facilitate the efficient preparation and submission of reports pursuant to LB935 (2010), section 7.

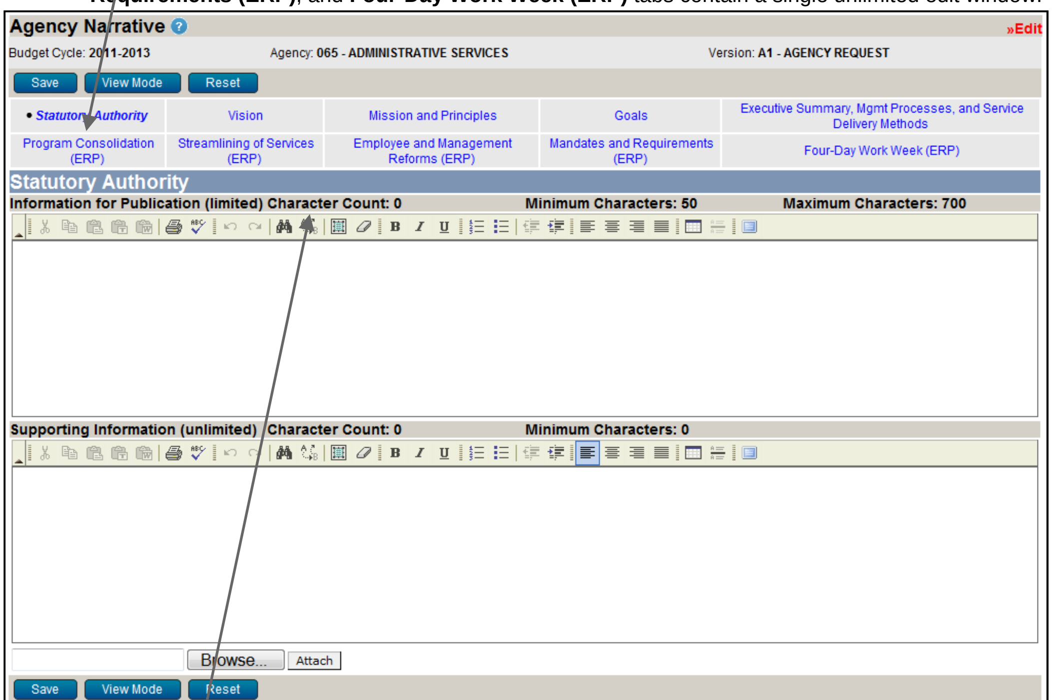
> **Time-Saver TIP**
> Set default options to avoid repetitive selections of ***Agency*** and ***Version***.
>
> Go to ***User Options*** in the upper right corner of any screen. Once your selections are made, press Save.

Getting Started

In the left-margin menu, under **Narratives**, click "**Agency Narrative**".

- ***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 ten 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 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 **Executive Summary, Mgmt Processes, and Service Delivery Methods** tab as well as the **Program Consolidation (ERP)**, **Streamlining of Services (ERP)**, **Employee and Management Reforms (ERP)**, **Mandates and Requirements (ERP)**, and **Four-Day Work Week (ERP)** tabs contain a single unlimited edit 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.

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

- The **Character Count** shows how many characters are in the edit window and will update when Save is clicked.
- 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 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. <u>Attachments should not be referenced in the limited, Information for Publication edit window as the attachments will not be included with all reports.</u>

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

Agency Narrative Instructions

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, and articulate management strategies.

- **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.
- **Executive Summary, Management Processes, and Service Delivery Methods** – Provide 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. Include information on your organizational structure. A detailed organizational chart, using the Attach button, should be included on this tab. Finally, summarize the agency's management processes and identify its specific service delivery methods.

Agency Efficiency Review Plans –

The agency narrative screen has been revised to accommodate the efficient preparation and submission of the *Agency Efficiency Review Plans* requested to be submitted to the Legislature pursuant to LB935, section 7.

Section 7 of LB935, 2010 states:
Sec. 7. AGENCY EFFICIENCY REVIEW PLANS.

(1) All state agencies shall develop an agency efficiency review plan for FY2010-11 and FY2011-12. The state agency efficiency review plan shall include agency recommendations on the following:

(a) The consolidation of existing programs within the agency;
(b) The opportunities for streamlining existing services;
(c) The reforms needed to reduce the number of employees and layers of management within the agency;
(d) A review of all mandates and requirements imposed on the agency and the results of eliminating or changing the mandates and requirements; and
(e) The structural and operational changes needed for the agency to move from a five-day to four-day work week.

(2) Agencies shall provide the agency efficiency review plan to the Appropriations Committee of the Legislature and shall file a copy of the plan with the Clerk of the Legislature by September 1, 2010.

Five separate narrative tabs to correspond to items 1a through 1e of LB935, section 7 have been included. They are

- **Program Consolidation (ERP)** – The consolidation of existing programs within the agency.
- **Streamlining of Services (ERP)** – The opportunities for streamlining existing services.
- **Employee and Management Reforms (ERP)** – The reforms needed to reduce the number of employees and layers of management within the agency.
- **Mandates and Requirements (ERP)** – A review of all mandates and requirements imposed on the agency and the results of eliminating or changing the mandates and requirements.
- **Four-Day Work Week (ERP)** – The structural and operational changes needed for the agency to move from a five-day to four-day work week.

NOTE: The content submitted in the five tabs marked **(ERP)** will not be included in the biennial budget request document. They will be included in a separate report to be made available to the Legislature.

Division Narrative Instructions

Purpose

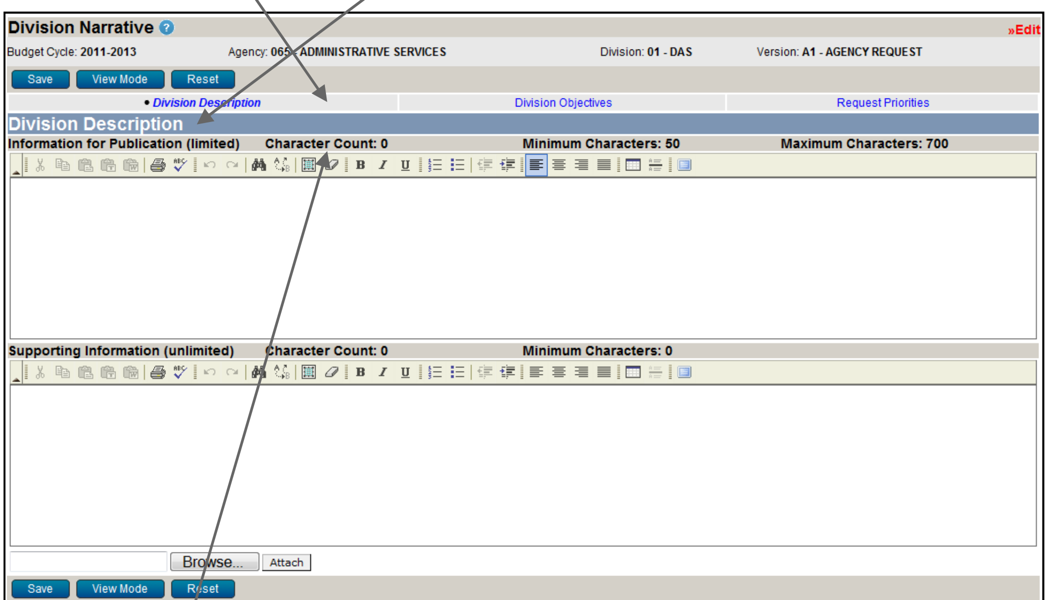
- To document division-level objectives and articulate the division's request priorities.

Getting Started

In the left-margin menu, under **Narratives**, click "**Division Narrative**".

- ***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 edit window.



   - The **Character Count** shows how many characters are in the edit window and will update when Save is clicked.
   - 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 functions (i.e., pressing the Control key and the V key at the same time) or the 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. <u>Attachments should not be referenced in the limited, Information for Publication edit window as the attachments will not be included with all reports.</u>

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 <u>must</u> click Save whenever exiting a screen <u>or risk losing unsaved data</u>. Save frequently to avoid data loss.

Division Narrative Instructions

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 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.

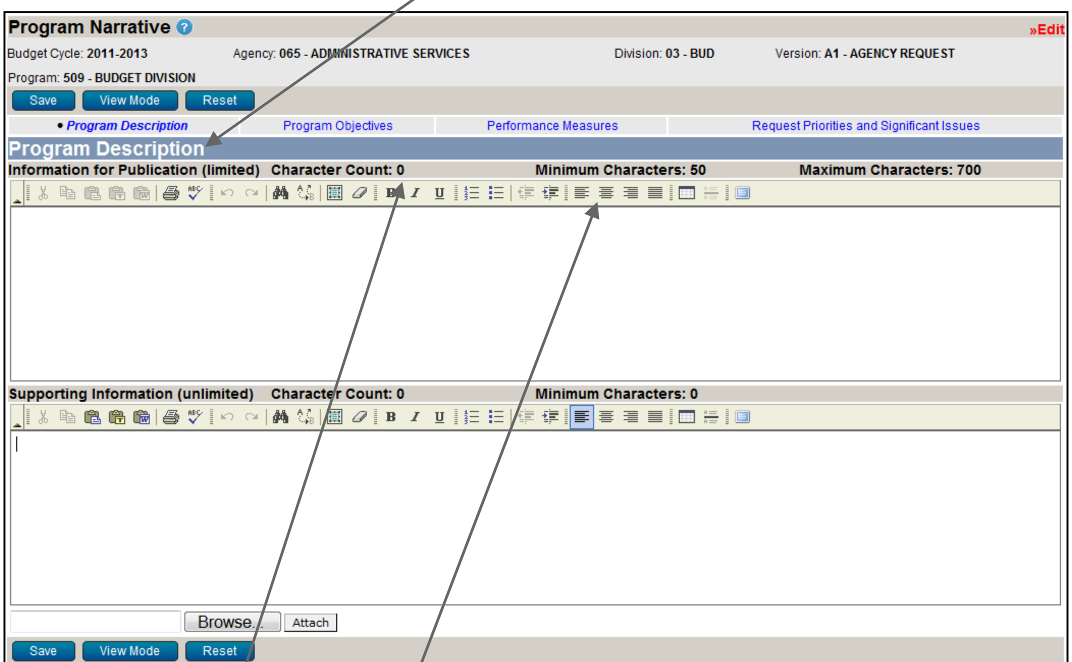
> **Start-Up TIP**
> If any of the drop-down menus fails to show expected choices, you may need to have your ***Security*** settings adjusted.
>
> Contact your agency administrator or the State Budget Division for assistance.

Getting Started

In the left-margin menu, under **Narratives**, click "**Program Narrative**".

- ***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).

1. Select a **narrative tab** and click 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 edit window.



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

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

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- 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 functions (i.e., pressing the Control key and 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 Browse... button to locate the desired file and then clicking the Attach button. <u>Attachments should not be referenced in the limited, Information for Publication edit window as the attachments will not be included with all reports.</u>

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

Program Narrative Instructions

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 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 <u>additional</u> program funding, any proposed redirection of <u>existing</u> 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

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Permanent Salaries Base Instructions

Purpose

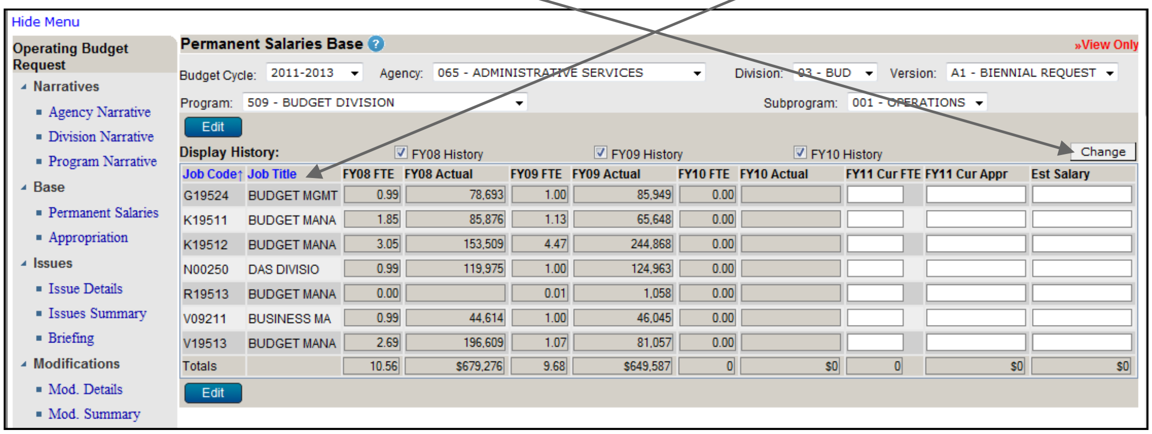
- To provide a detailed breakdown, by Job Code, of the Permanent Salaries (Object Code 511100) base, as authorized by a budget bill or an A-Bill. It also shows FTE, or Full-Time Equivalent, employees by Job Code.

Getting Started

In the left-margin menu, under **Base**, click "**Permanent Salaries.**"

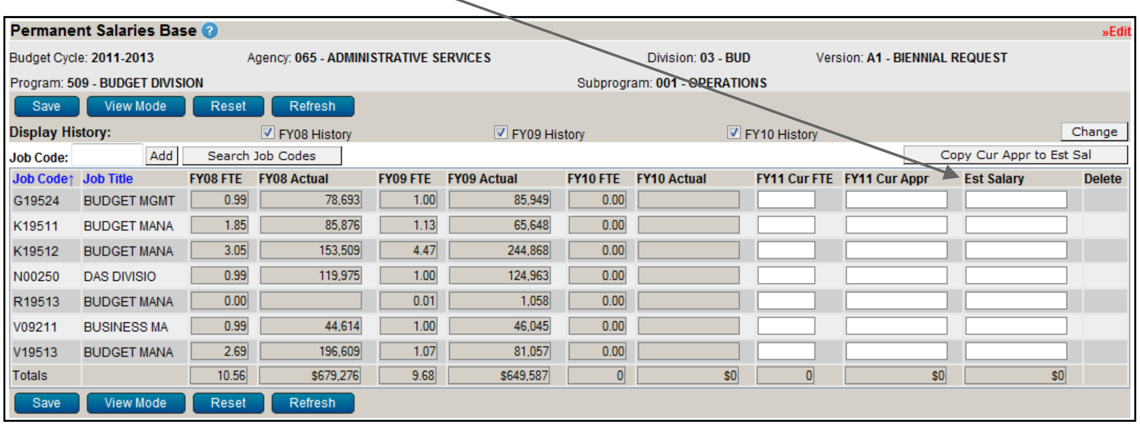
- ***Budget Cycle*** defaults to the current cycle.
- Select ***Agency***, ***Division*** (if applicable), ***Version***, ***Program***, and ***Subprogram*** from the options that have been assigned to you (see Time-Saver Tip #1 on the right margin).
- FTE and salary history is pre-loaded into the system. Unchecking the FY08, FY09 or FY10 History boxes and clicking [Change] removes those columns from the display. If the 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	FY08 FTE	FY08 Actual	FY09 FTE	FY09 Actual	FY10 FTE	FY10 Actual	FY11 Cur FTE	FY11 Cur Appr	Est Salary
G19524	BUDGET MGMT	0.99	78,693	1.00	85,949	0.00				
K19511	BUDGET MANA	1.85	85,876	1.13	65,648	0.00				
K19512	BUDGET MANA	3.05	153,509	4.47	244,868	0.00				
N00250	DAS DIVISIO	0.99	119,975	1.00	124,963	0.00				
R19513	BUDGET MANA	0.00		0.01	1,058	0.00				
V09211	BUSINESS MA	0.99	44,614	1.00	46,045	0.00				
V19513	BUDGET MANA	2.69	196,609	1.07	81,057	0.00				
Totals		10.56	$679,276	9.68	$649,587	0	$0	0	$0	$0

2. Enter **Current FTE**, **Current Appropriation** and **June 30 Estimated Salary** for FY 2010-11, or "FY11" for each Job Code. Negative numbers are not permitted.
   - Each ***Job Code*** with current FTE must also provide current Appropriation and vice versa.
   - ***FY11 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.
   - ***FY11 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. It must exclude administratively authorized PSL for federal grants approved by the State Budget Division.
   - ***Est Salary*** represents the June 30, 2011 "annualized salary" (i.e., June 30 salary amount applied to a full year) reflecting any mid-year salary increases.
     - Reclassifications or position changes which are anticipated to occur beyond the base year, FY11, should be requested as an Agency Issue on the Issue Details screen.



Job Code	Job Title	FY08 FTE	FY08 Actual	FY09 FTE	FY09 Actual	FY10 FTE	FY10 Actual	FY11 Cur FTE	FY11 Cur Appr	Est Salary	Delete
G19524	BUDGET MGMT	0.99	78,693	1.00	85,949	0.00					
K19511	BUDGET MANA	1.85	85,876	1.13	65,648	0.00					
K19512	BUDGET MANA	3.05	153,509	4.47	244,868	0.00					
N00250	DAS DIVISIO	0.99	119,975	1.00	124,963	0.00					
R19513	BUDGET MANA	0.00		0.01	1,058	0.00					
V09211	BUSINESS MA	0.99	44,614	1.00	46,045	0.00					
V19513	BUDGET MANA	2.69	196,609	1.07	81,057	0.00					
Totals		10.56	$679,276	9.68	$649,587	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 NBRRS 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].

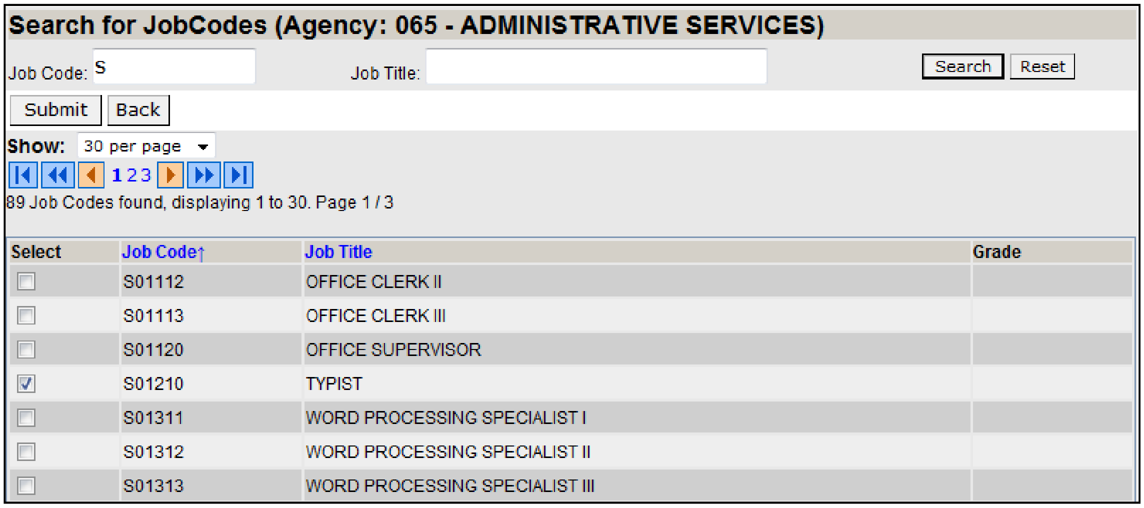
Screen TIP
Free up screen space by selecting ***Hide Menu*** above the left-margin menu of any screen. Select ***Show Menu*** to bring back the left-margin menu.

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 ***Job Title***.
- Click on Search.



Search for JobCodes (Agency: 065 - ADMINISTRATIVE SERVICES)

Job Code: S   Job Title: Search | Reset

Submit | Back

Show: 30 per page

1 2 3

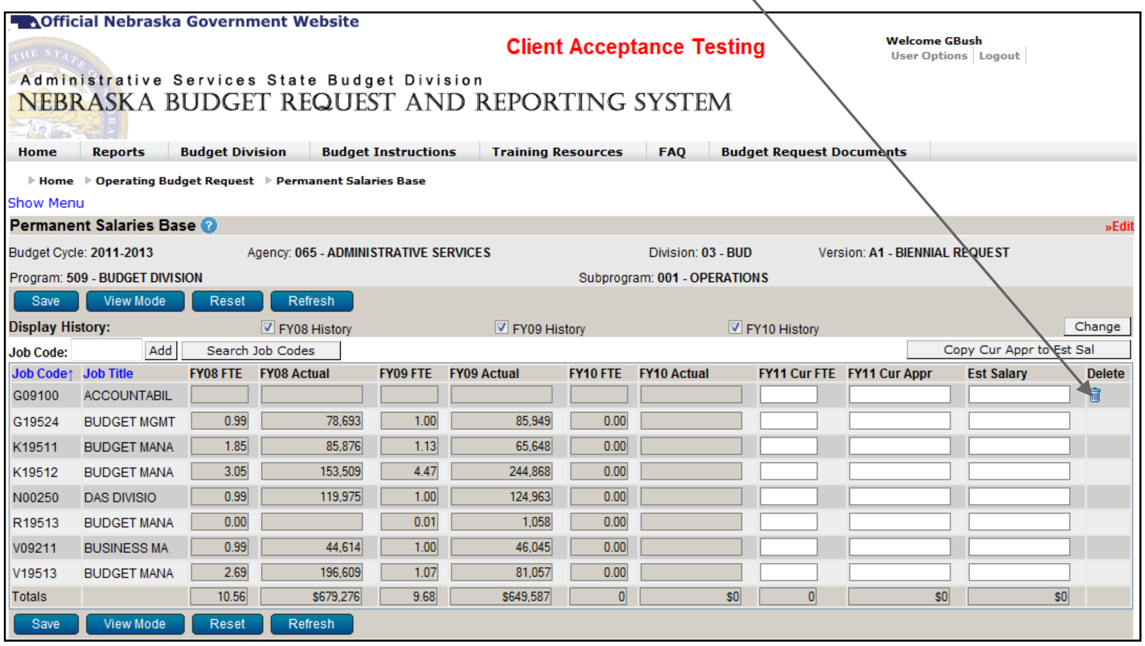
89 Job Codes found, displaying 1 to 30. Page 1 / 3

Select	Job Code↑	Job Title	Grade
☐	S01112	OFFICE CLERK II	
☐	S01113	OFFICE CLERK III	
☐	S01120	OFFICE SUPERVISOR	
☑	S01210	TYPIST	
☐	S01311	WORD PROCESSING SPECIALIST I	
☐	S01312	WORD PROCESSING SPECIALIST II	
☐	S01313	WORD PROCESSING SPECIALIST III	

- You may select multiple Job Codes from the search results.
- Sort by ***Job Code*** or ***Job Title*** by simply clicking either column header.
- 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.
- Job Codes added unnecessarily can be deleted by clicking the button.

Time-Saver TIP #2
To copy data from the ***FY11 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 ***FY11 Cur Appr*** column.



Official Nebraska Government Website

Client Acceptance Testing

Welcome GBush
User Options | Logout

Administrative Services State Budget Division
NEBRASKA BUDGET REQUEST AND REPORTING SYSTEM

Home | Reports | Budget Division | Budget Instructions | Training Resources | FAQ | Budget Request Documents

Home ▸ Operating Budget Request ▸ Permanent Salaries Base

Show Menu

Permanent Salaries Base   »Edit

Budget Cycle: **2011-2013**   Agency: **065 - ADMINISTRATIVE SERVICES**   Division: **03 - BUD**   Version: **A1 - BIENNIAL REQUEST**

Program: **509 - BUDGET DIVISION**   Subprogram: **001 - OPERATIONS**

Save | View Mode | Reset | Refresh

Display History: ☑ FY08 History ☑ FY09 History ☑ FY10 History   Change

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

Job Code↑	Job Title	FY08 FTE	FY08 Actual	FY09 FTE	FY09 Actual	FY10 FTE	FY10 Actual	FY11 Cur FTE	FY11 Cur Appr	Est Salary	Delete
G09100	ACCOUNTABIL										
G19524	BUDGET MGMT	0.99	78,693	1.00	85,949	0.00					
K19511	BUDGET MANA	1.85	85,876	1.13	65,648	0.00					
K19512	BUDGET MANA	3.05	153,509	4.47	244,868	0.00					
N00250	DAS DIVISIO	0.99	119,975	1.00	124,963	0.00					
R19513	BUDGET MANA	0.00		0.01	1,058	0.00					
V09211	BUSINESS MA	0.99	44,614	1.00	46,045	0.00					
V19513	BUDGET MANA	2.69	196,609	1.07	81,057	0.00					
Totals		10.56	$679,276	9.68	$649,587	0	$0	0	$0	$0	

Save | View Mode | Reset | Refresh

4. Click Save to commit the data entered to the database. The ***FY11 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. From this point you can select another Program or Subprogram.

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

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

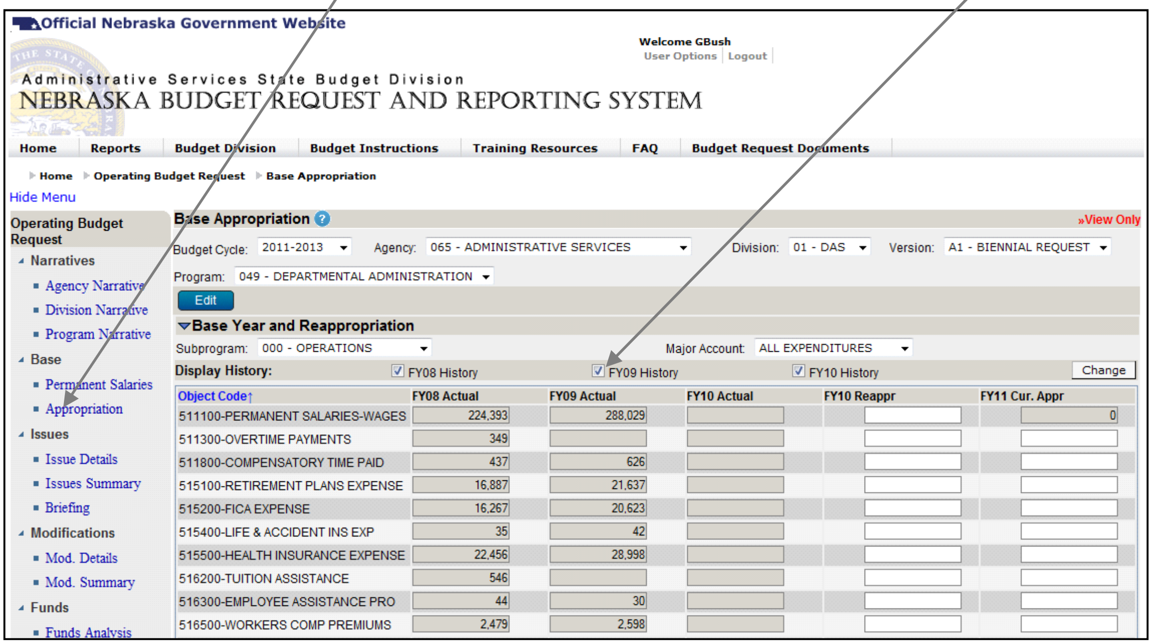
In the left-margin menu, under **Base**, click **Appropriation**.

- ***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 displayed. Unchecking the FY08, FY09 or FY10 History boxes and clicking [Change] removes those columns from the display (also see Screen Tip on the right margin). **NOTE:** FY10 Actual was not available at the time of publication.

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

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

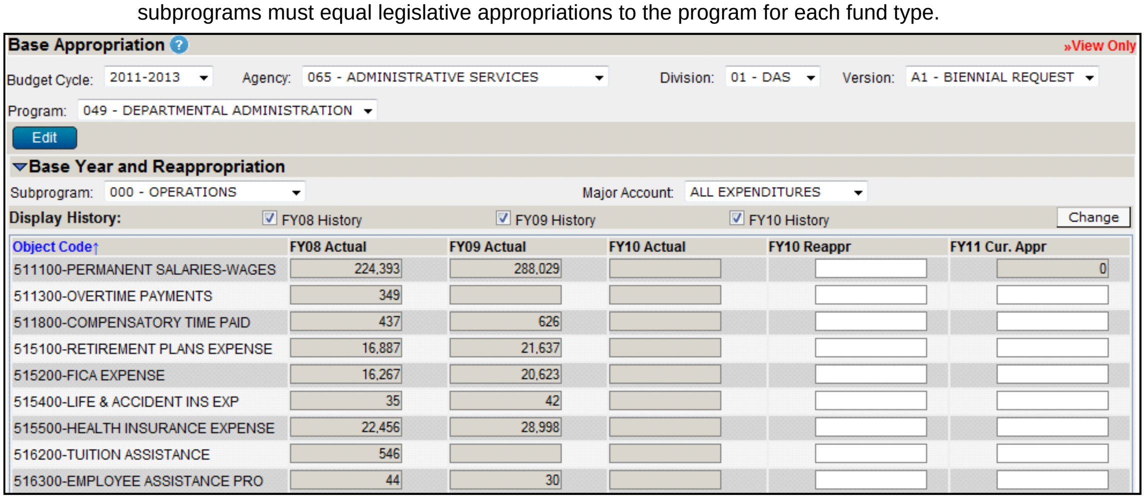
Contact your NBRRS Agency Administrator or the State Budget Division for assistance.



Object Code↑	FY08 Actual	FY09 Actual	FY10 Actual	FY10 Reappr	FY11 Cur. Appr
511100-PERMANENT SALARIES-WAGES	224,393	288,029			0
511300-OVERTIME PAYMENTS	349				
511800-COMPENSATORY TIME PAID	437	626			
515100-RETIREMENT PLANS EXPENSE	16,887	21,637			
515200-FICA EXPENSE	16,267	20,623			
515400-LIFE & ACCIDENT INS EXP	35	42			
515500-HEALTH INSURANCE EXPENSE	22,456	28,998			
516200-TUITION ASSISTANCE	546				
516300-EMPLOYEE ASSISTANCE PRO	44	30			
516500-WORKERS COMP PREMIUMS	2,479	2,598			

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. Enter **FY10 Re-appropriation** and **FY11 Current Appropriation** for each Object Code. Note that negative numbers are not permitted.
   - ***FY10 Reappr*** should equal the allocation to this subprogram of the program's unexpended balance of FY 2009-10 appropriation (i.e. reappropriations and encumbrances).
   - ***FY11 Cur Appr*** is the *new* appropriation authority allocated to the subprogram as authorized by a budget bill or an A-Bill. Re-appropriations and encumbrances should be included in the FY10 Reappr column. Federal or cash fund appropriation authority administratively provided for FY11 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.



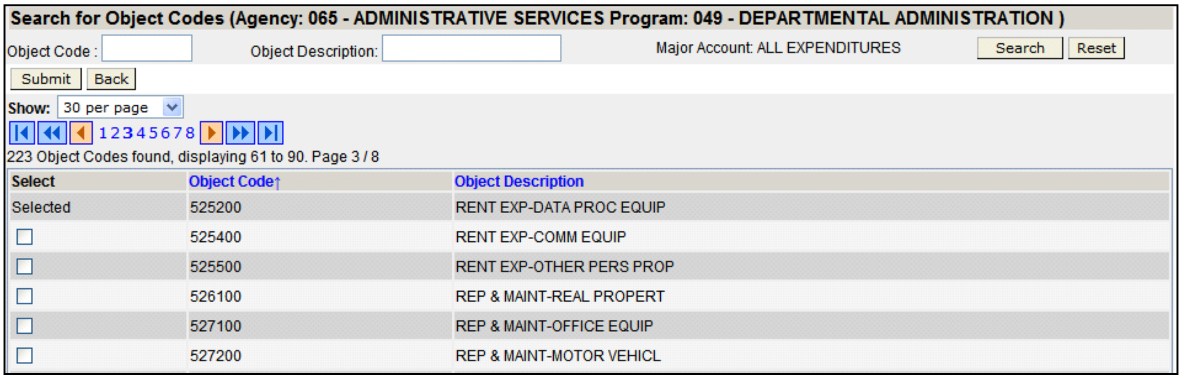
Object Code↑	FY08 Actual	FY09 Actual	FY10 Actual	FY10 Reappr	FY11 Cur. Appr
511100-PERMANENT SALARIES-WAGES	224,393	288,029			0
511300-OVERTIME PAYMENTS	349				
511800-COMPENSATORY TIME PAID	437	626			
515100-RETIREMENT PLANS EXPENSE	16,887	21,637			
515200-FICA EXPENSE	16,267	20,623			
515400-LIFE & ACCIDENT INS EXP	35	42			
515500-HEALTH INSURANCE EXPENSE	22,456	28,998			
516200-TUITION ASSISTANCE	546				
516300-EMPLOYEE ASSISTANCE PRO	44	30			

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.

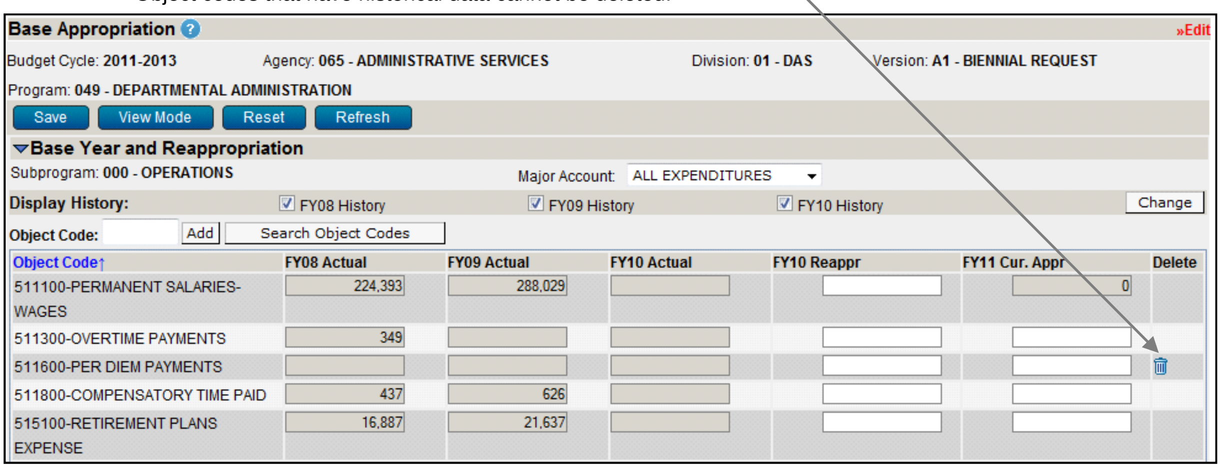
Base Appropriation Instructions

- **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.
- At an agency's request, the State Budget Division will extract the FY 2010-11 Budget Status Report "Budgeted Amount" numbers (subprogram level data from the BUAPPROP, BUREAPPR, and BUENC sub-ledgers) from the NIS system.
  - See the State Budget Division's memo regarding the FY 2010-11 Budget Status Report for more information.

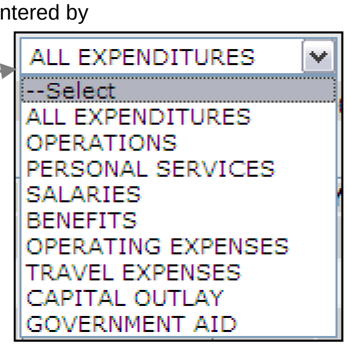
3. To add Object Codes, either enter a known **Object Code** and click the Add button; or click the Search Object Codes button to search by Job Code or Job Title.
   - On the search screen, the ***Object Code*** field will search for codes that begin with what is entered while the ***Object Description*** 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.



   - 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.
   - Object Codes added unnecessarily can be deleted by clicking the button.
   - Object codes that have historical data cannot be deleted.



4. Enter **Funding** amounts for both the **FY10 Reappr** and **FY11 Cur Appr** columns as needed.
   - Funding amounts must be entered separately for Operations and Government Aid.
     - o The total of the funding amounts entered must balance with the total of the amounts entered by Object Code.
     - o 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 (if Other Fund is used, the Program Narrative should explain the funding source).



Base Appropriation 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 Change.
- 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 Refresh or Save are clicked.
- **NOTE:** System will only save dollar amounts, not percentages.

ii. *Percentage* Method
- Enter percentage amount, by fund type, for FY10 re-appropriation and FY11 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 Change

Operations Funding

	FY08 Actual	FY09 Actual	FY10 Actual	FY10 % Reappr		FY11 % Cur. Appr	
General Fund							
Cash Fund							
Federal Fund							
Revolving Fund	408,696	388,719					
Other Fund							
Total	$408,696	$388,719	$0	0.00	$0	0.00	$0

Government Aid Funding

	FY08 Actual	FY09 Actual	FY10 Actual	FY10 % Reappr		FY11 % Cur. Appr	
General Fund							
Cash Fund							
Federal Fund							
Revolving Fund							
Other Fund							
Total	$0	$0	$0	0.00	$0	0.00	$0

Total Funding

	FY08 Actual	FY09 Actual	FY10 Actual	FY10 % Reappr		FY11 % Cur. Appr	
General Fund				0.00	0	0.00	0
Cash Fund				0.00	0	0.00	0
Federal Fund				0.00	0	0.00	0
Revolving Fund				0.00	0	0.00	0
Other Fund				0.00	0	0.00	0
Total	$408,696	$388,719	$0	0.00	$0	0.00	$0
PSL	$225,180	$288,656	$0		$0		$0

Variance (This section will be updated on Save)

	FY08 Actual	FY09 Actual	FY10 Actual	FY10 Reappr	FY11 Cur. Appr
Total Request	$408,696	$388,719	$0	$0	$0
Total Funding	$408,696	$388,719	$0	$0	$0
Variance	$0	$0	$0	$0	$0

Save View Mode Reset Refresh

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)

	FY08 Actual	FY09 Actual	FY10 Actual	FY10 Reappr	FY11 Cur. Appr
Total Request	$408,696	$388,719	$0	$0	$498,140
Total Funding	$408,696	$388,719	$0	$0	$430,000
Variance	$0	$0	$0	$0	$68,140

   - The system will calculate the variance for total **FY10 Re-appropriations** and **FY11 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.

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SECTION I

Operating Budget Request

Part C — Issues

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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 by an IT Project Proposal being 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). 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 Enterprise Issues for the 2011 – 2013 biennial budget request). Multi-Agency Issues are created and assigned at the request of an agency or agencies. There are no Enterprise Issues for the 2011 – 2013 biennial budget submission. No requests should be included in an agency's budget request submission for annual increases or decreases in employee salary or health benefit costs.

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 NBRRS Agency Administrator or the State Budget Division for assistance.

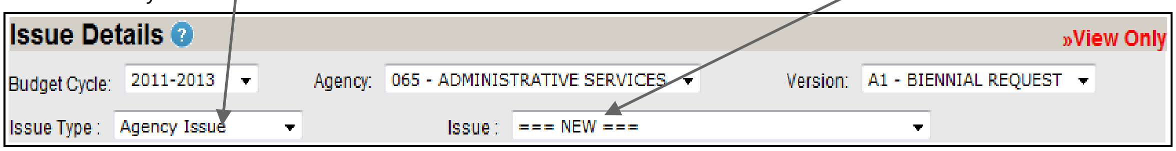
Getting Started

In the left-margin menu, under **Issues**, click "**Issue Details**".

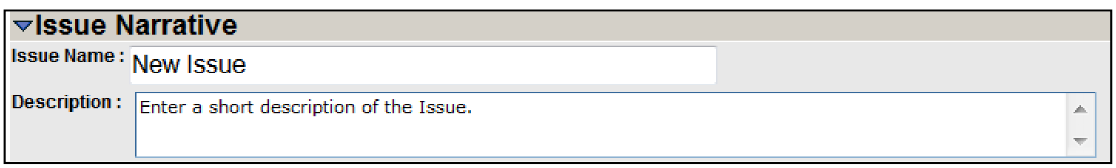
- ***Budget Cycle*** defaults to the current cycle.
- Select ***Agency*** and ***Version*** from the options that have been assigned to you (see Time-Saver Tip #1 on the right margin).

<u>Create a New Agency Issue</u>

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, the **Issue Name** must be entered and saved before you can continue.



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

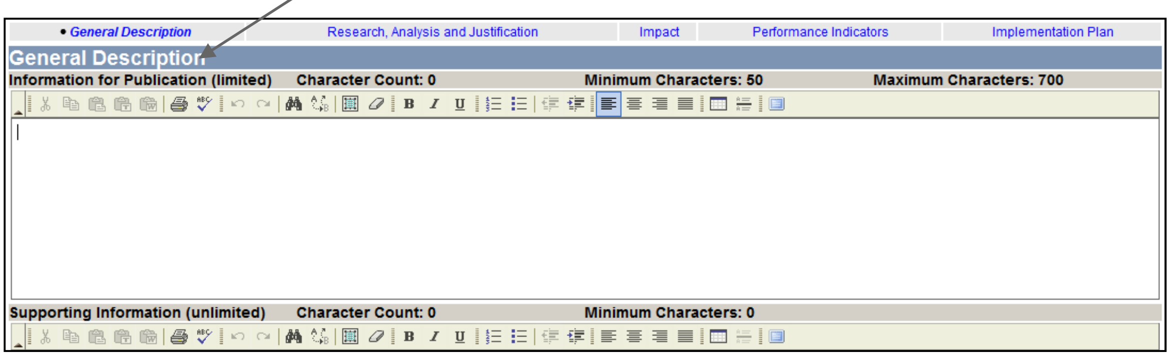


Time-Saver TIP #1
Set default options to avoid repetitive selections of ***Agency*** and ***Version***.

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

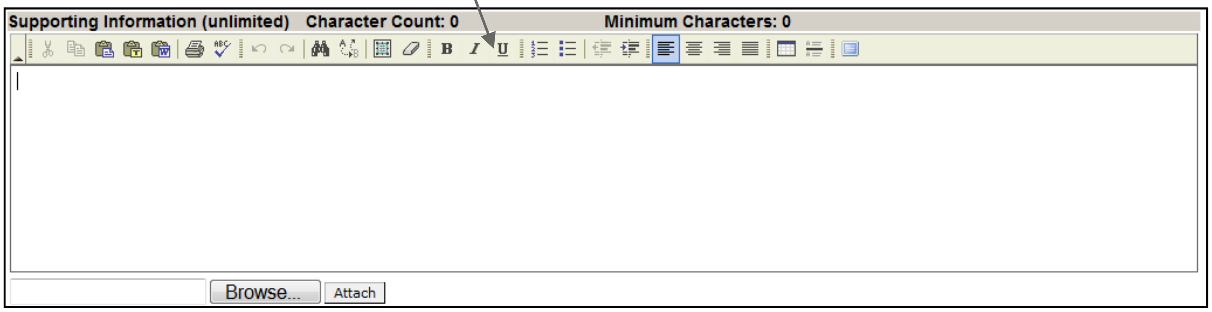
3. Continuing on the Issue's **Narrative** tab, begin to enter narrative information. The Issue Details narrative contains five tabs. See the <u>Narrative Content</u> section below for content guidelines on each tab.
   - The narrative tab currently selected appears in the **information bar**.
   - Narrative 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.
   - All narrative tabs will display **Character Count** to assist with the satisfaction of the minimum and maximum character requirements for each edit window. This value is updated when Refresh or Save are clicked.
   - 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 edit window.

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



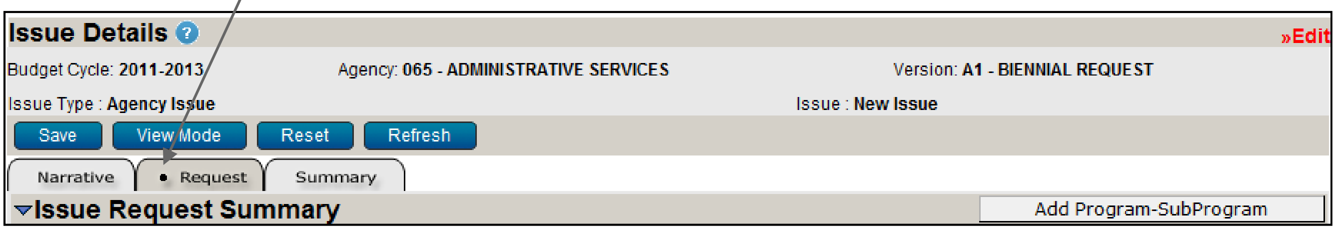
Issue Details Instructions

- 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 Save.
- **Attach supporting files** (e.g., organizational chart graphics, picture files, etc.) by clicking the Browse... button to locate the desired file and then clicking the Attach button. <u>Attachments should not be referenced in the limited, Information for Publication edit window as the attachments will not be included with all reports.</u>



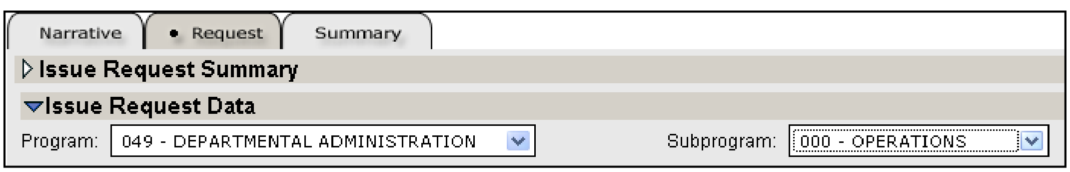
4. Click Save to commit the narrative entered to the database.

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.



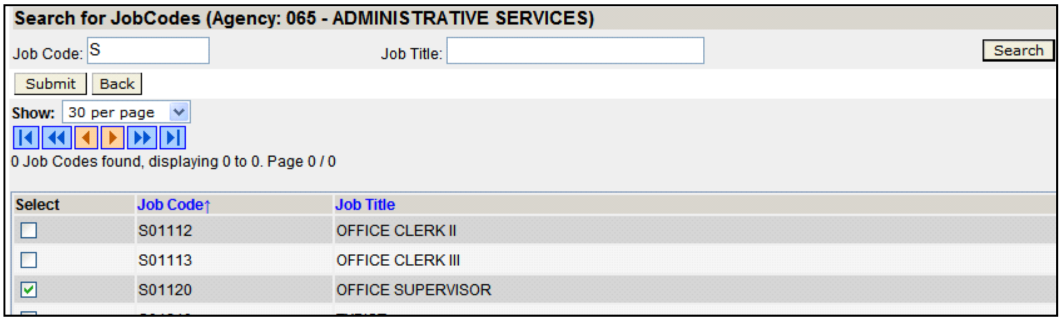
6. Begin adding **Issue Detail** (Program / Subprogram combinations) to the Issue:
   - Click Add Program-SubProgram to add a Program / Subprogram Issue Detail.
   - You may add as many Program / Subprogram combinations as are needed and relevant to the Issue.
   - Click on the Program / Subprogram link 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.

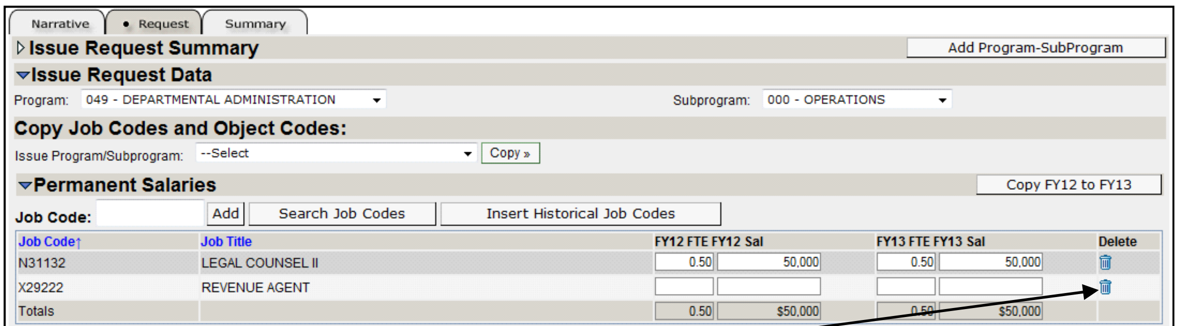


Issue Details Instructions

8. 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.
   - 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.



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

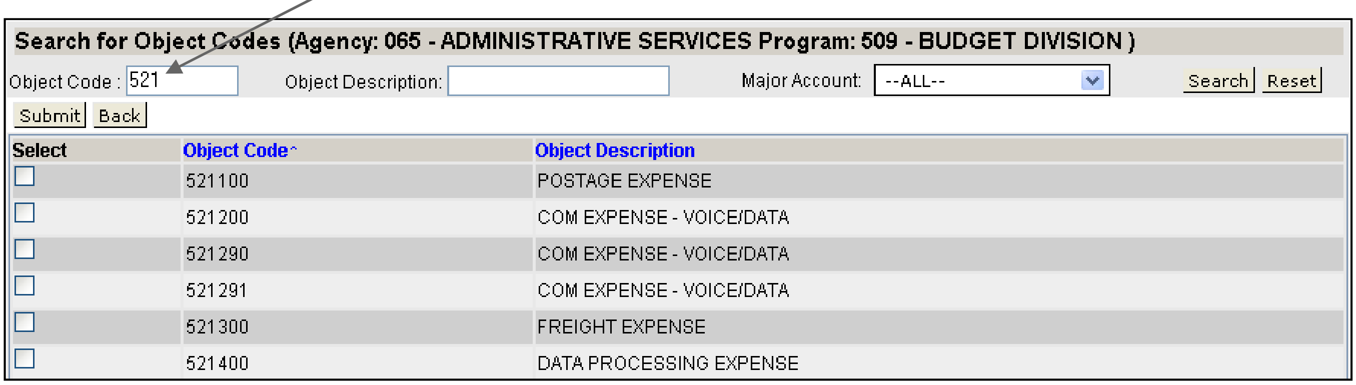
Time-Saver TIP #2
To copy data from the ***FY12*** column to the ***FY13*** column, use the Copy FY12 to FY13 button.

Caution: This will overwrite any amounts already entered in ***FY13***.

9. 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 FY12 to FY13 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.

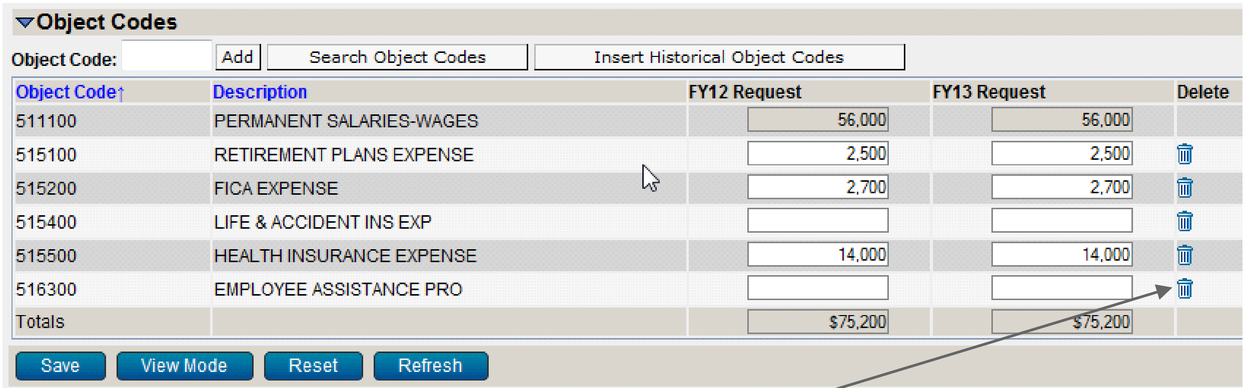
10. Click Save to commit the data entered to the database. The FY12 and FY13 salary totals will be automatically inserted into the 511100 Object Code.

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.



Issue Details Instructions

- 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.



Object Codes

Object Code: [ ] Add | Search Object Codes | Insert Historical Object Codes

Object Code↑	Description	FY12 Request	FY13 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			
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 Copy FY12 to FY13 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 Save to commit the data entered to the database.

Time-Saver TIP #3
To insert job codes and/or object codes used historically in the selected Program-Subprogram combination, use the Insert Historical Job Codes and Insert Historical Object Codes buttons.

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

Issue Details Instructions

14. Enter **Funding** amounts for both the **FY12 Request** and **FY13 Request** columns.
    - Funding amounts must be entered separately for Operations and Government Aid.
        - o The total of the funding amounts entered must balance with the total of the amounts entered by Object Code.
        - o 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 (if Other Fund is used the Issue Details narrative should explain the funding source).

Funding Enter Data In Percentages ☐ Change

Operations Funding

Fund Type	Total	FY12 %	FY12 Funding	FY13 %	FY13 Funding
General Fund	$0				
Cash Fund	$0				
Federal Fund	$100,000	100.00	50,000	100.00	50,000
Revolving Fund	$0				
Other Fund	$0				
Total Operations Funding	$100,000	100.00	$50,000	100.00	$50,000

Government Aid Funding

Fund Type	Total	FY12 %	FY12 Funding	FY13 %	FY13 Funding
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

Fund Type	Total	FY12 %	FY12 Funding	FY13 %	FY13 Funding
General Fund	$0	0	0	0	0
Cash Fund	$0	0	0	0	0
Federal Fund	$100,000	100.00	50,000	100.00	50,000
Revolving Fund	$0	0	0	0	0
Other Fund	$0	0	0	0	0
Total	$100,000	100.00	$50,000	100.00	$50,000
PSL Request	$100,000		$50,000		$50,000

Variance

	Total	FY12	FY13
Total Request	$100,000	50,000	50,000
Total Funding	$100,000	50,000	50,000
Variance	$0	0	0

➤ 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.

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 **FY12 Request** and **FY13 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 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 dollar amounts, not percentages.

Issue 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	FY12	FY13
Total Request	$100,000	50,000	50,000
Total Funding	$55,000	50,000	5,000
Variance	$45,000	0	45,000

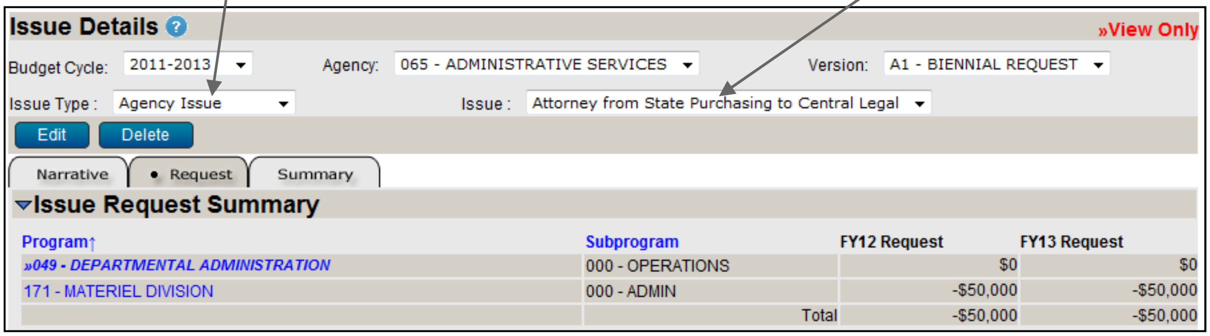
- The system will calculate the variance for total **FY12** and **FY13**. Any variance will be highlighted with red shading.
- Use of the Percentage funding method may produce a variance due to rounding. To correct, use the *Whole Dollar* method.

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

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.



2. 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 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 the Issue.

Issues – Enterprise Issues

There are no Enterprise Issues for the 2011 – 2013 biennial budget submission. No requests should be included in an agency's budget request submission for annual increases or decreases in employee salary or health benefit costs.

Issue Summary Instructions

Purpose

- To provide the user with a listing of all the **Issues** for the agency in a summarized manner and by the type of the Issue.

Getting Started

In the left-margin menu, under **Issues**, click "**Issue Summary**".

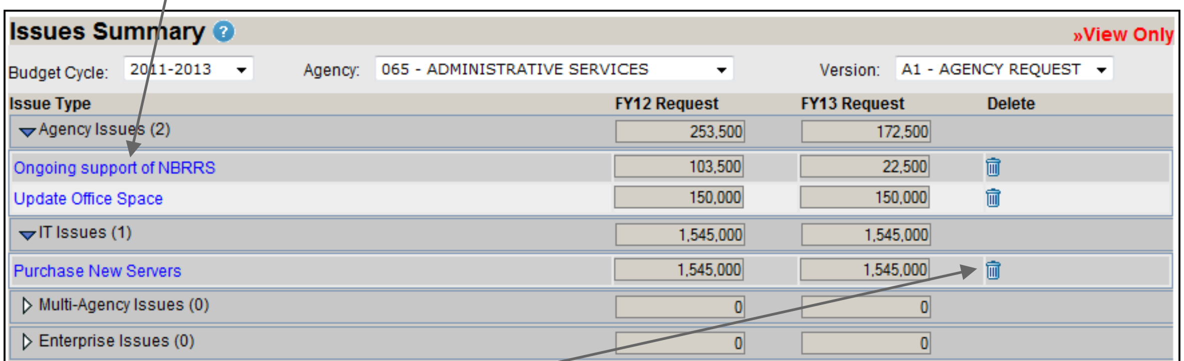
- ***Budget Cycle*** defaults to the current cycle.
- Select ***Agency*** and ***Version*** from the options that have been assigned to you (see Time-Saver Tip on the right margin).
- Screen will be grouped by **Issue Type** and sorted by the **Issue Name**.
- Amounts shown for Request years are a total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

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 NBRRS Agency Administrator or the State Budget Division for assistance.

Open an Issue for Viewing or Editing

1. Select **Issue Name** will open the **Issue** in the ***Issue Details*** screen.
   - See instructions for Issue Details.



Delete an Issue

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

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.

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SECTION I

Operating Budget Request

Part D — Funds Analysis

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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 grants do 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.

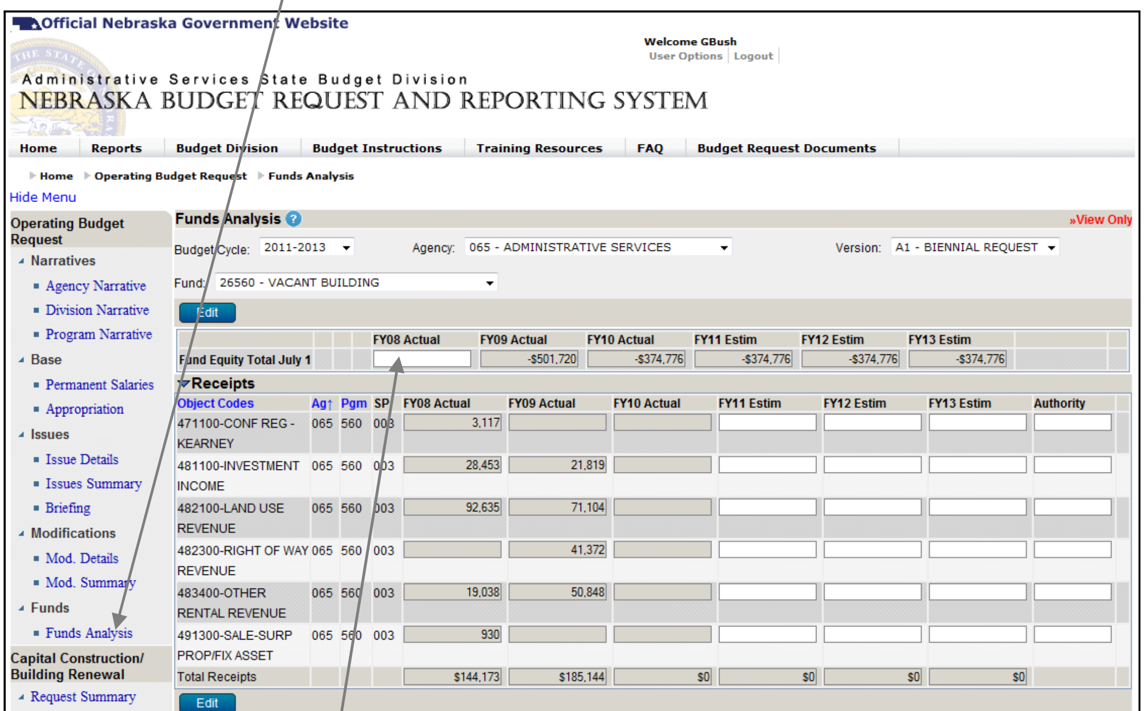
Contact your NBRRS Agency Administrator or the State Budget Division for assistance.

Getting Started

In the left-margin menu, click **Funds Analysis**.

- ***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.

1. Click Edit to begin entering amounts for the selected Fund.



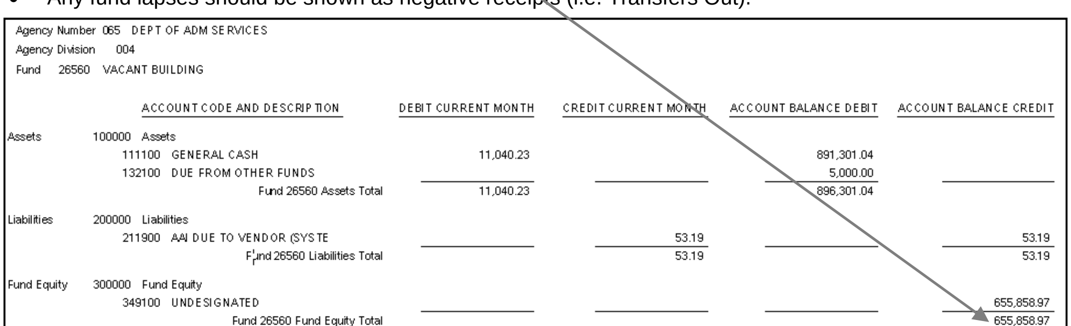
Time-Saver TIP
Set default options to avoid repetitive selections of ***Agency*** and ***Version***.

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

2. Provide the Fund's ***Fund Equity Total July 1*** for FY08 (this would be July 1, 2007).
   - Expenditure and receipt history is pre-loaded into the system, however, you must provide the Fund Equity Total July 1 for FY08 (i.e., 7/1/07 "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 FY08 year-end report in PDF format). See the *Fund Summary by Fund* report example below, where the FY08 Fund Equity Total, or "beginning balance" is identified.
   - Fund equity balances for the following years are automatically calculated.
   - Objects in the range of "300000" through "399999" are excluded in the first year of history since the fund equity activity is already built in to the Fund Equity Total, or "beginning balance".
   - Any fund lapses should be shown as negative receipts (i.e. Transfers Out).

Screen TIP
Free up screen space by selecting ***Hide Menu*** above the left-margin menu of any screen.

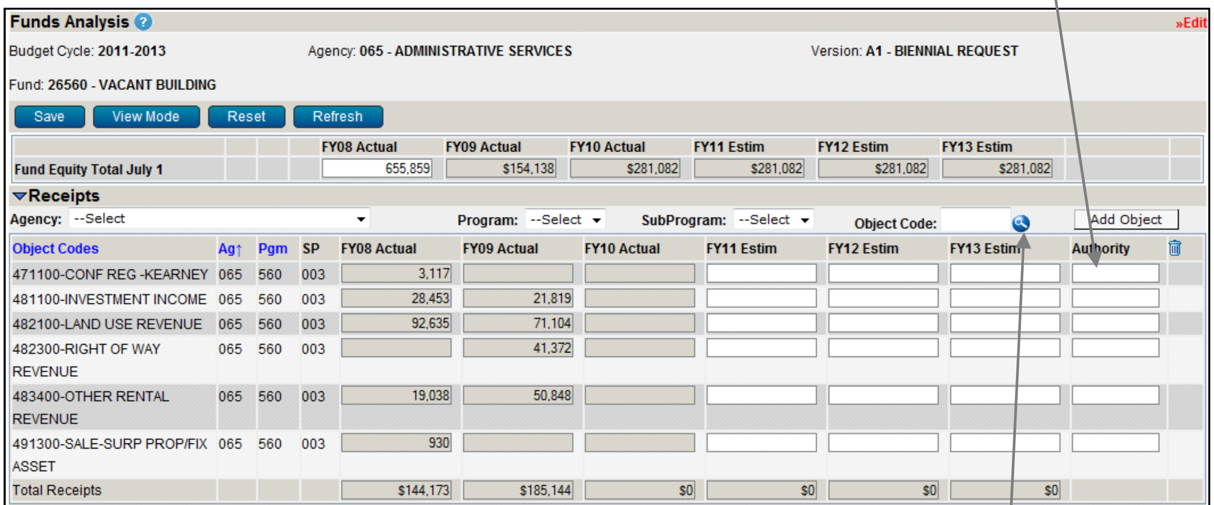
Select ***Show Menu*** to bring back the left-margin menu.



Agency Number 065 DEPT OF ADM SERVICES
Agency Division 004
Fund 26560 VACANT BUILDING

	ACCOUNT CODE AND DESCRIPTION	DEBIT CURRENT MONTH	CREDIT CURRENT MONTH	ACCOUNT BALANCE DEBIT	ACCOUNT BALANCE CREDIT
Assets	100000 Assets				
	111100 GENERAL CASH	11,040.23		891,301.04	
	132100 DUE FROM OTHER FUNDS			5,000.00	
	Fund 26560 Assets Total	11,040.23		896,301.04	
Liabilities	200000 Liabilities				
	211900 AAI DUE TO VENDOR (SYSTE		53.19		53.19
	Fund 26560 Liabilities Total		53.19		53.19
Fund Equity	300000 Fund Equity				
	349100 UNDESIGNATED				655,858.97
	Fund 26560 Fund Equity Total				655,858.97

3. Provide Receipt and Expenditure estimates for the **FY11 Estim**, **FY12 Estim** & **FY13 Estim** columns.
   - Estimates of receipts should reflect the best available information. Receipt estimates are not required for Fund 40000 – Federal Letter of Credit grants.
   - 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: **2011-2013** Agency: **065 - ADMINISTRATIVE SERVICES** Version: **A1 - BIENNIAL REQUEST**

Fund: **26560 - VACANT BUILDING**

Save | View Mode | Reset | Refresh

	FY08 Actual	FY09 Actual	FY10 Actual	FY11 Estim	FY12 Estim	FY13 Estim
Fund Equity Total July 1	655,859	$154,138	$281,082	$281,082	$281,082	$281,082

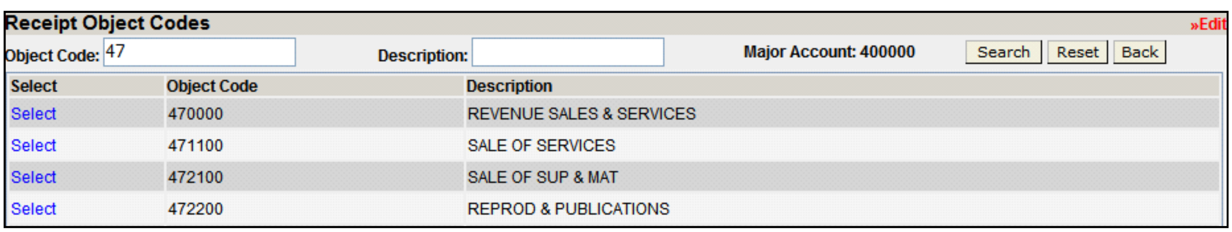
Receipts

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

Object Codes	Ag	Pgm	SP	FY08 Actual	FY09 Actual	FY10 Actual	FY11 Estim	FY12 Estim	FY13 Estim	Authority
471100-CONF REG -KEARNEY	065	560	003	3,117						
481100-INVESTMENT INCOME	065	560	003	28,453	21,819					
482100-LAND USE REVENUE	065	560	003	92,635	71,104					
482300-RIGHT OF WAY REVENUE	065	560	003		41,372					
483400-OTHER RENTAL REVENUE	065	560	003	19,038	50,848					
491300-SALE-SURP PROP/FIX ASSET	065	560	003	930						
Total Receipts				$144,173	$185,144	$0	$0	$0	$0	

4. 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.

5. 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: 47 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.

6. 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 to each fund by the Nebraska Investment Council.
   - The Nebraska Investment Council has set an assumed annual rate of return of 3%.

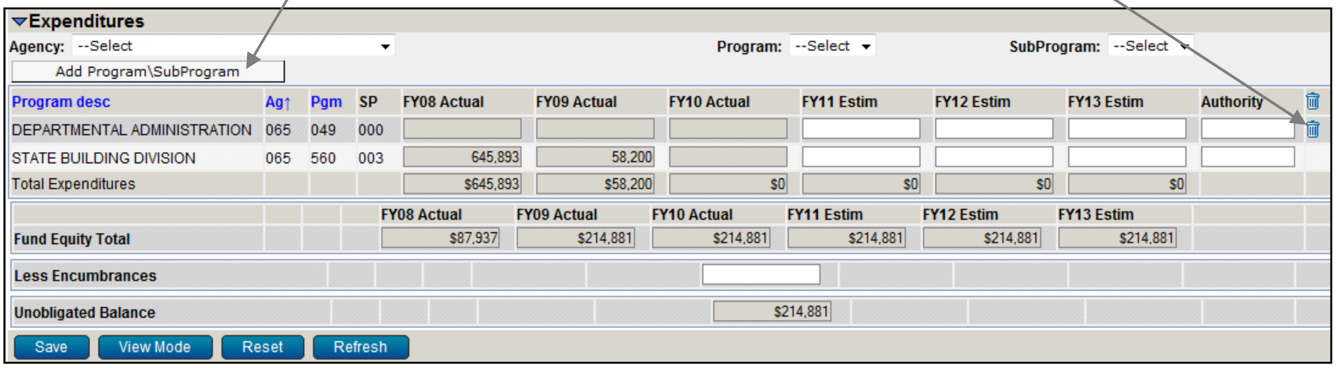
7. Click Save to commit the data entered to the database.

8. 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.

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

Funds Analysis Instructions

- 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.



9. Enter expenditure estimate amounts for the currently selected fund.

10. Click Save to commit the data entered to the database.

11. 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.

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SECTION II

Budget Modifications

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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 Governor and the Legislature 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 FY 2010-11 level (or at any level less than the total FY 2011-12 request), what services or activities would not be provided? These activities or services are submitted as possible "modifications," that together would reduce the appropriations to a specified percentage of the current "base" level of appropriations. The budget modifications do not represent a request for a reduction in the agency appropriation.

Budget modifications are to be submitted by agencies based upon their **current new general fund appropriation**. All Modifications, for each of operations and government aid, must have a unique priority number in sequential order beginning with 1 before an agency's budget can be submitted. This occurs on the Budget Modification Details screen using the "ALL" selection from the Modification drop-down (see the Modification Details Instructions).

The "FY 2010-11 Base Level Appropriation" for this budget request cycle is **90% of current new general fund appropriations for FY 2010-11**, after adjustments. The Legislative Fiscal Office will provide agencies a Form 200 which will include the dollar amount that represents the "FY 2010-11 Base Level Appropriation" (including adjustments) prior to preparation of your budget modifications.

The Form 200 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 FY 2010-11 Base Level Appropriation). The calculation of modifications will be based on the total operations and aid requests for the first year of the request biennium, FY 2011-12.

The 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 Modification Details 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 information that will assist the agency in monitoring its progress in meeting the 90% requirement.

Definitions

FY 2010-11 Base Level Appropriation – Ninety percent of the FY 2010-11 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 2010-11 base level appropriation and the FY 2011-12 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 90% base, i.e., the first function to be funded if appropriation is provided above the 90% level.** All Modifications, for each of operations and government aid, must have a unique priority number in sequential order beginning with 1 before an agency's budget can be submitted. This occurs on the Budget Modification Details screen using the "ALL" selection from the Modification drop-down (see the Modification Details Instructions).

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 may include both operations and government aid.

– One-time costs, deferrals to other fiscal years, or transfers of cost to other agencies are not to be considered as modifications.

– Enterprise Issues may not be used for budget modifications.

– An activity mandated by statute may be identified as a modification. If such an activity is identified, the agency must 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 legislation to modify or repeal statutes necessary to implement the budget modification.

– The quantification of individual modifications must account for timing considerations and costs associated with the implementation of curtailed service or benefit levels and thereby represent the exact level of appropriation reduction on a fiscal year basis related to the 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 modifications. The budget modification process, based on a percentage of current new appropriations after certain base adjustments, is used by the Governor and the Legislature in assessing priorities related to agency budget requests (also see Budget Modification General Instructions).

Getting Started

In the left-margin menu, under **Modifications**, click "**Mod. Details**".

- ***Budget Cycle*** defaults to the current cycle.
- Select ***Agency*** and ***Version*** from the options that have been assigned to you (see Time Saver Tip #1).

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 NBRRS Agency Administrator or the State Budget Division for assistance.

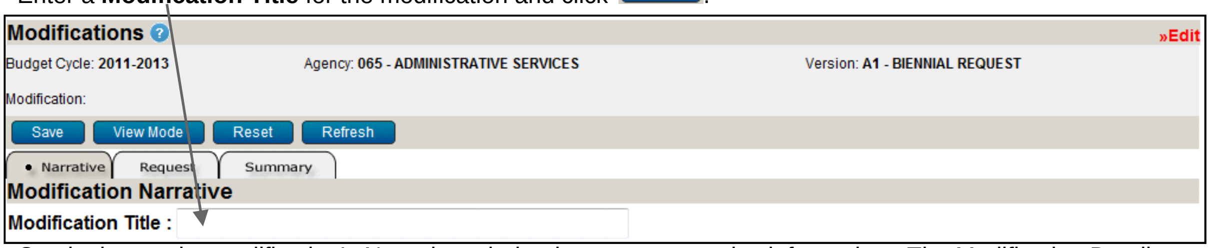
Create a New Budget Modification

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

Time-Saver TIP #1
Set default options to avoid repetitive selections of ***Agency*** and ***Version***.

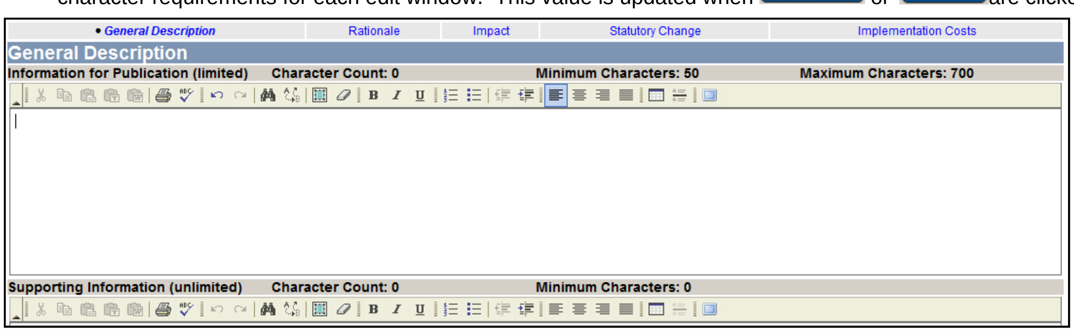
Go to ***User Options*** in the upper right corner of any screen. Once your selections are made, press Save.

2. Enter a **Modification Title** for the modification and click Save.



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.
   - All narrative tabs will display **Character Count** to assist with the satisfaction of the minimum and maximum character requirements for each edit window. This value is updated when Refresh or Save are clicked.

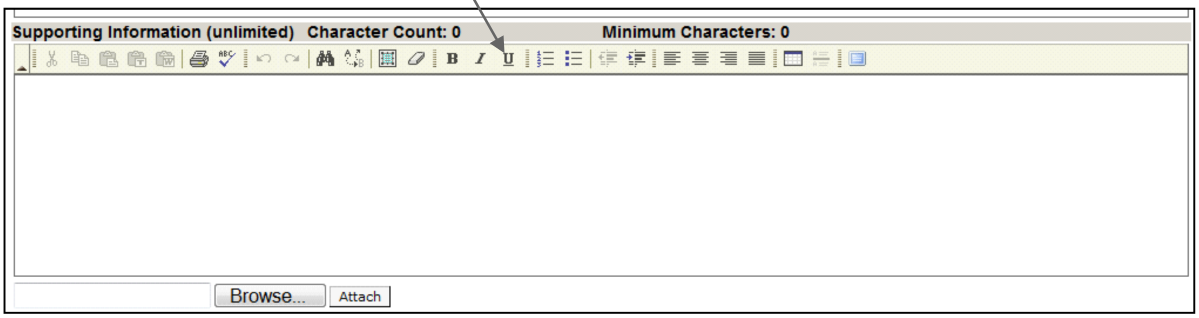
Formatting TIP
Avoid the use of *hard returns* when entering narrative text. Using hard returns prevents normal text "wrap" and hinders publication.



   - The **General Description** and **Rationale** tabs contain two edit windows. The **Impact**, **Statutory Change**, and **Implementation Costs** tabs offer just one, unlimited window.

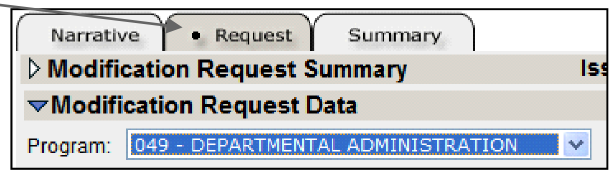
Budget Modification Details Instructions

- 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 Save.
- **Attach supporting files** (e.g., organizational chart graphics, picture files, etc.) by clicking the Browse... button to locate the desired file and then clicking the Attach button.



4. Click Save to commit the narrative entered to the database.

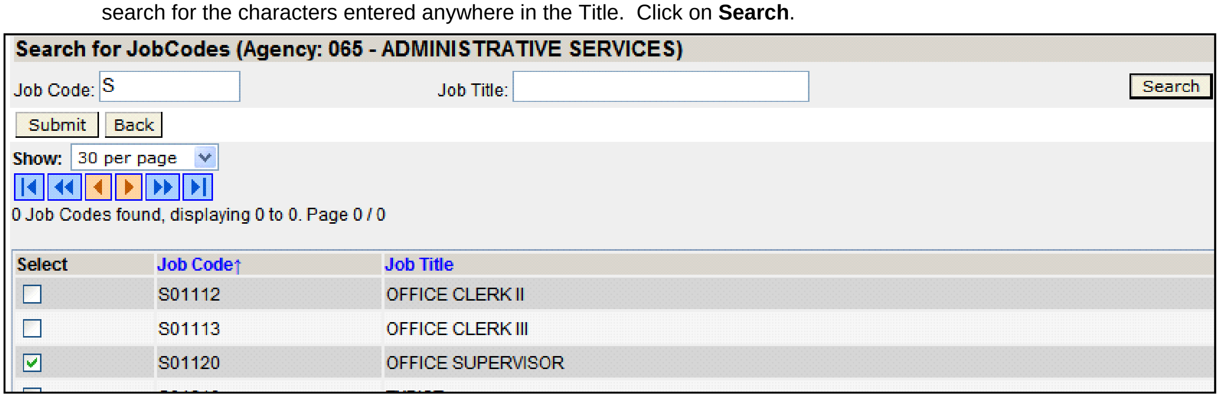
5. Select the modification's **Request** tab to provide detailed financial information for the modification by Job Code, Object Code and Fund Type.



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 Add Program to add Program Modification Detail.
   - Select a Program to be added.

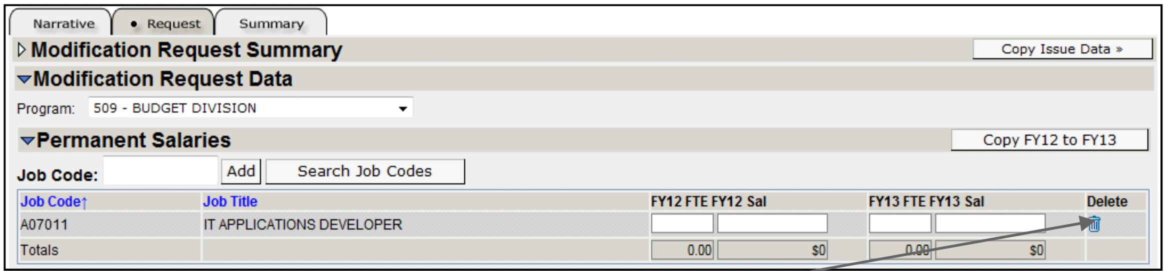
8. To add Job Codes, either enter a known Job Code and click the Add button; or click the Search Job Codes button to search by Job Code or Job Title.
   - On the search screen, the ***Job Code*** field will search for codes that begin with what is entered while the ***Job Title*** field will search for 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 <u>must</u> click Save whenever exiting a screen <u>or risk losing unsaved data</u>. Save frequently to avoid data loss.

Budget Modification Details Instructions



Time-Saver TIP #2
To copy data from the ***FY12*** column to the ***FY13*** column, use the Copy FY12 to FY13 button.

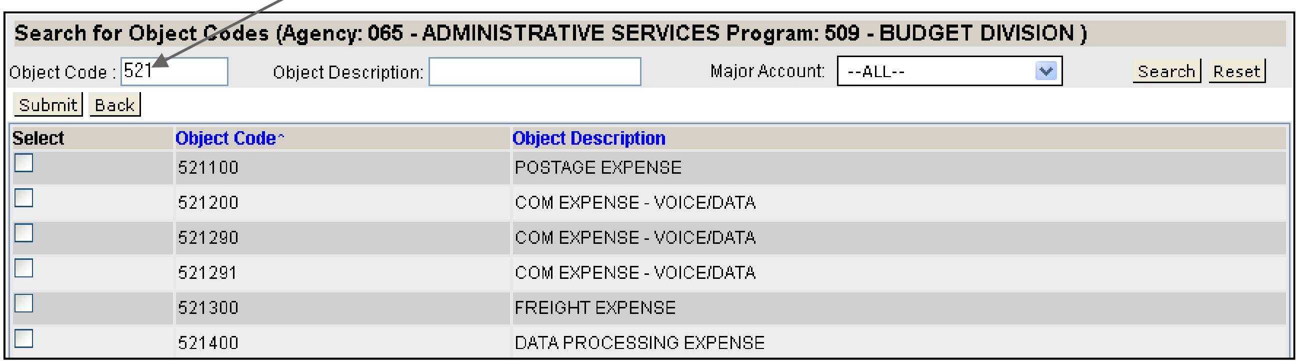
Caution: This will overwrite any amounts already entered in ***FY13***.

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

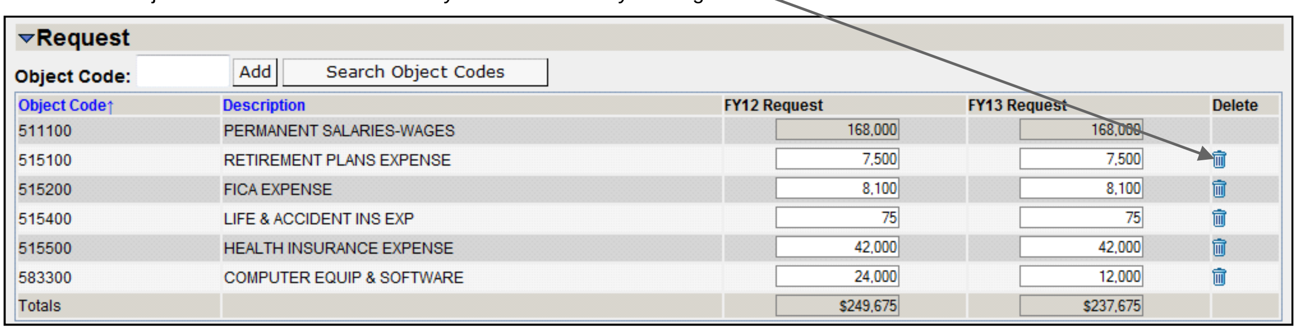
9. Enter FTE and Salary amounts for the Job Code(s) added for the currently selected program. Amounts entered are relative to the base year.
   - Note that negative numbers may NOT be entered.
   - If an FTE amount is entered, than a Salary amount is required.
   - Note that common salary-related Object Codes are added automatically if a Job Code is added.
   - Click Copy FY12 to FY13 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 FY12 and FY13 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.



- 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.
- 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 Copy FY12 to FY13 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 Save to commit the data entered to the database.

14. Enter **Funding** amounts for both the **FY12** and **FY13** columns.
    - Funding amounts must be entered separately for Operations and Government Aid.
        - o The total of the funding amounts entered must balance with the total of the amounts entered by Object Code.
        - o 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 (if Other Fund is used the Modification narrative should explain the funding source).

Funding — Enter Data In Percentages ☐ Change

Operations Funding					
Fund Type	**Total**	**FY12 %**	**FY12 Funding**	**FY13 %**	**FY13 Funding**
General Fund	$0				
Cash Fund	$0				
Federal Fund	$0				
Revolving Fund	$0				
Other Fund	$0				
Total Operations Funding	$0	0.00	$0	0.00	$0

Government Aid Funding					
Fund Type	**Total**	**FY12 %**	**FY12 Funding**	**FY13 %**	**FY13 Funding**
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					
Fund Type	**Total**	**FY12 %**	**FY12 Funding**	**FY13 %**	**FY13 Funding**
General Fund	$0	0	0	0	0
Cash Fund	$0	0	0	0	0
Federal Fund	$0	0	0	0	0
Revolving Fund	$0	0	0	0	0
Other Fund	$0	0	0	0	0
Total	$0	0.00	$0	0.00	$0
PSL Request	$336,000		$168,000		$168,000

➤ Funding may be entered by two methods, *Whole Dollar* or *Percentage*.

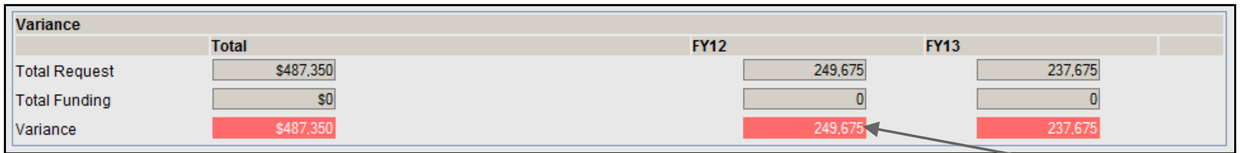
- To change methods, check the box to enter data in percentages then click Change.
- Un-checking the box returns the system to the *Whole Dollar* entry method.

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 Refresh or Save are clicked.
   - **NOTE:** System will only save dollar amounts, not percentages.

ii. *Percentage* Method
   - Enter percentage amount, by fund type, for **FY12** and **FY13**.
   - 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 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.



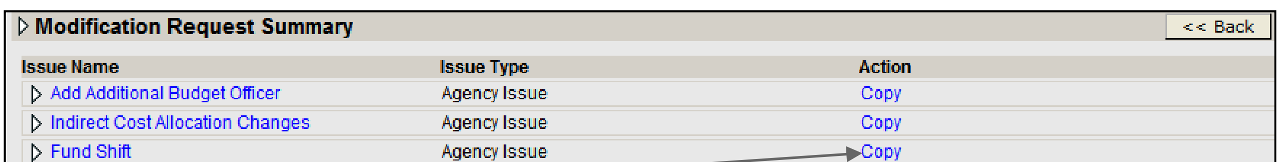
    - The system will calculate the variance for total **FY12** and **FY13**. Any variance will be highlighted with *red shading*.
    - Use of the Percentage funding method may produce a variance due to rounding. To correct, use the *Whole Dollar* method.

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.

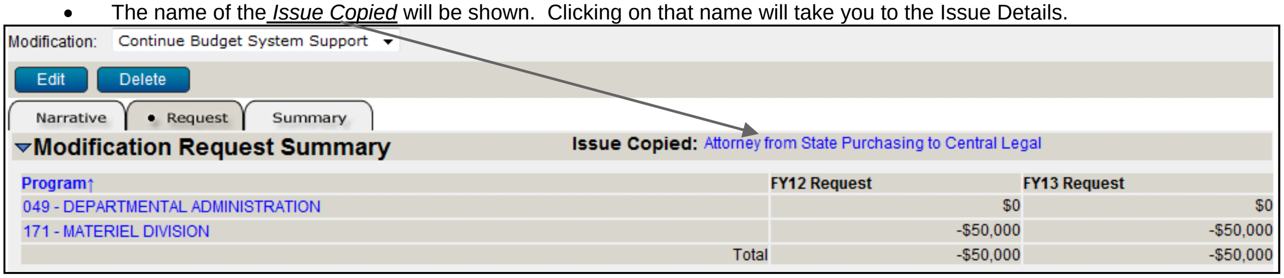
Copy Financial Details from an Existing "Issue"

1. Select the Modification you wish to update from ***Modification*** dropdown or create a new Modification as outlined above.
2. Click **Edit** to begin editing the Modification.
3. Select the **• Request** tab.
4. 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 in 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
    - 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.



5. 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 source Issue changes, the Modification will not, and vice versa.

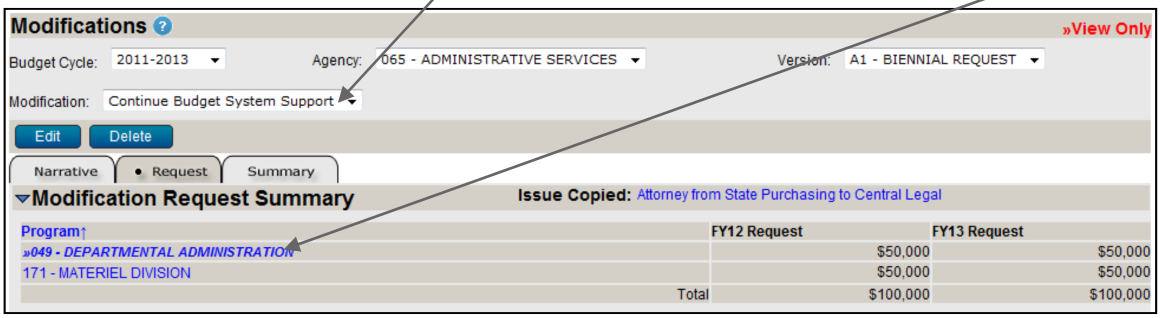
6. See Edit an Existing Budget Modification below to edit the Modification.

Specific Modification Detail Instructions

Edit an Existing Budget Modification

1. Select the Modification you wish to update from ***Modification*** dropdown.

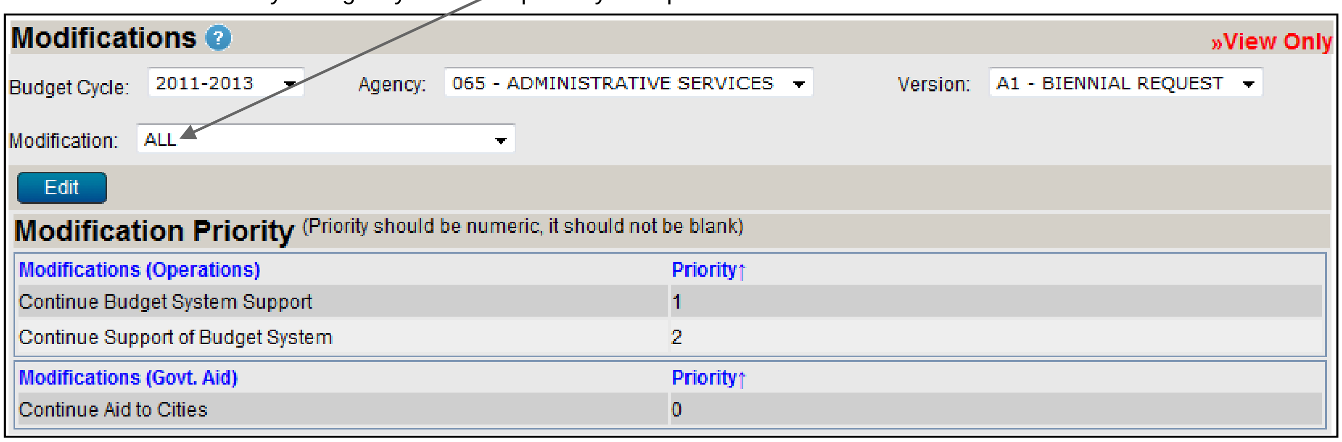
2. Click Edit to begin editing the Modification.
   - Select the ***Narrative***, ***Request*** or ***Summary*** tab as needed.
   - To load the modification financial data for a specific Program which was previously entered, click the "program link" under the Program column in the **Modification Request Summary** section of the modification's **Request** tab.



- 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 <u>Create a New Budget Modification</u> 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.



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

Specific Modification Detail 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 (CFDA) 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 Modification Summary Instructions

Purpose

- To provide a listing of all the **Budget Modifications** created by the agency.

Getting Started

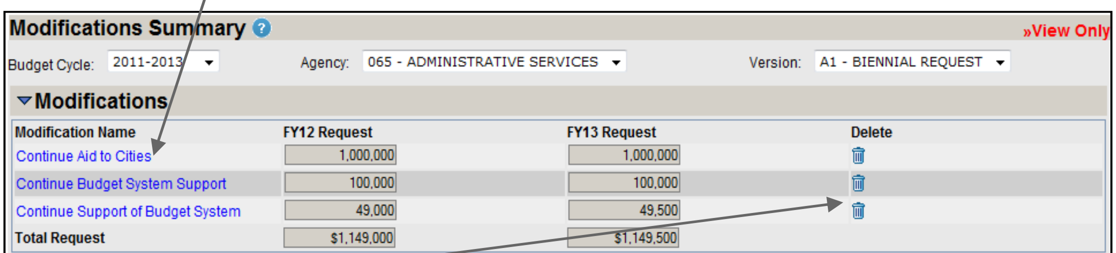
In the left-margin menu, under **Modifications**, click "**Mod. Summary**".

- ***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.
  i. To see specific amounts, you will need to look at the ***Modifications Details***.

Open a Modification for Viewing or Editing

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

Delete a Modification



1. Clicking the button will delete the entire Modification. 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 NBRRS 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.

SECTION III

Capital Construction
and
Building Renewal Requests

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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, 2010**, submit to the Administrative Services State Building Division, Administrative Services State Budget Division and the Legislative Fiscal Office a list of all Capital Construction Programs that should be reappropriated for FY 2012. Include the program number, project name, and the estimated June 30, 2011, unexpended appropriation balance, by fund type. Also identify how much of the June 30, 2011, 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 $580,000. A "*Program Statement*" is required for each project where total cost exceeds $580,000, 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 $580,000, 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 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 $580,000. At a minimum, *Comprehensive Facilities Plan* should project future programmatic needs, analyze existing facilities and the utilization of such facilities, and identify projects to meet those needs. The *Comprehensive 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 Facilities 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 *State 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 $580,000 (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 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* that have been submitted previously and where 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, 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. <u>Needs Statement</u>

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 $580,000 (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 $580,000 (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 $580,000 (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 $580,000 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. <u>Historical Structures</u>

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:

   > “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 $580,000 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 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 $70,000. The same section requires use of a professional consulting engineer or architect for preparing the plans for any project costing $580,000 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.

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 below). However, various legislative bills in past years have revised the assessment rate to 1% or 0%. LB 318, enacted during the 2009 legislative session, set the building renewal assessment rate at 0% through the end of the 2009-2011 biennium. This rate reverts back to 1% for the 2011-2013 biennium. It is very important that affected agencies request their assessments at the proper rate for the 2011 – 2013 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 FY 1998 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, 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 2010 will begin paying the assessment in July of 2011 (FY 2011-12).

STATE COMPREHENSIVE CAPITAL FACILITIES PLANNING 2010

GUIDELINES

Budget Instructions - July 2010
For The 2011-2013 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 Facility 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 $580,000.

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 2010 Mission Statement/Governing Values for State of Nebraska Capital Construction (see below).

   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.

   d. 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 September. 15, 2010 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, 2010 Plan--requests that are submitted after that date.

6. Project Request explanations for the Committee are scheduled for mid-October 2010. 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 2011-2013 biennium that will be included in the November 15, 2010 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 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 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, 2010.

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

Classification	Definitions	Over 50% of Construction?*	Score
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. ADA improvements CLEARLY needed for compliance. Accreditation or closing of the facilities in IMMEDIATE jeopardy if improvements are not completed.	No	3
Class II	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. Accreditation or closing of the facility MAY BE in jeopardy if improvements are not completed.	No	1

*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 2010 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 and energy 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 the environment and 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 2010
PROJECT RATING CRITERIA SCORING FOR FY2011-FY2013 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**	**250.00**
	The % of the project which is a reaffirmation of Legislature-approved funds.			
b) Life Safety:	**Life Safety/Legal Issues (0-4)**	**4.00**	**50**	**200.00**
	0-4 points are awarded (see scale below) and multiplied by 50 for a total possible of 200. 4 - Class I; more than 50% of constr. 3 - Class I; less than 50% of constr. 2 - Class II; more than 50% of constr. 1 - Class II; less than 50% of constr. 0 - No Life Safety /Leagal Issues			
c) Need:	**Immediacy of Need (0-5)**	**5.00**	**10**	**50.00**
	0-5 points are awarded (see scale below) and multiplied by 10 for a total possible of 50. 5 - Clearly addresses needs in <5 years. 4 - Clearly addresses needs in 5-10 years. 3 - Clearly addresses needs in 10-20 years. 2 - Clearly addresses needs in 20+ years. 1 - Justification of Need not clear. 0 - Justification of Need not stated.			
2) FINANCIAL/ECONOMIC				**500.00**
a) Long Term:	**Operating Savings/Efficiencies (0-5)**	**5.00**	**25**	**125.00**
	0-5 points are awarded (see scale below) and multiplied by 25 for a total possible of 125. 5 - Project includes a consolidation of agencies or services with a significant reduction in FTE, or non-renewable energy use or square feet of current building space. 4 - Demonstrates a quantifiable savings in departmental or facility-related operating costs, including energy usage, AND a more efficient function. 3 - Demonstrates a quantifiable savings in departmental or facility-related operating costs, including energy usage. 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. & Mgmnt. (% of Project)	**100.00%**	**125**	**125.00**
	The % of the project that is asset preservation (LB309 & renovation) is the score.			
b) Short Term:	**User/Non-State Financing (% of Proj.)**	**100.00%**	**125**	**125.00**
	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.			
	General Fund Impact (125 minus $mil.)	**0.00**	**125**	**125.00**
	The amount of proposed general funds in the Total Project Cost (in millions) is subtracted from 125 for the score.			
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**

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

<u>EXPLANATION:</u>
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:

<u>Class I:</u> 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.
<u>Class II:</u> 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.
<u>Beyond Cls II:</u> = 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.

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. 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 a Building Renewal Request, 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 item 8. All funding for a project must be in the same class; you cannot split a project between two classes.
5. Determine funding sources. Note that cooperative funding is not required for the 2011-2013 biennium. However, it is highly encouraged.
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 making sure to check the “emergency” and “materials only” boxes (if applicable), and the appropriate “type” and “class” boxes. In the Narrative section, an 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. Also note that for agencies with large campuses, it is acceptable to prioritize by campus.

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 have a priority of 1, deferred repair might have a priority of 2, ADA might have a priority of 3, energy conservation might have a priority of 4, and construction of a new office building might have a priority of 5.

It should be noted that no additional capital construction and/or renewal budget submission should be necessary in the 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 2011. 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, 2010 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, you will be required to use the state-assigned building "tag" numbers as defined on NIS.

The Task Force for Building Renewal will continue its suspension of the cooperative funding requirement for this request cycle. However, cooperative funding is encouraged where possible.

<u>**Definitions and Classifications of Project Requests for Deferred Building Renewal**</u>

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 <u>immediate action</u> 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 <u>clearly</u> 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 <u>may</u> 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 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.
2. Click Edit. This will allow you to set the **Priority** number for each capital construction request relative to the building renewal categories.

Capital Construction Request Summary »Edit

Budget Cycle: **2011-2013** Agency: **065 - ADMINISTRATIVE SERVICES** Version: **A1 - BIENNIAL REQUEST**

Building/Land: **ALL ASSETS**

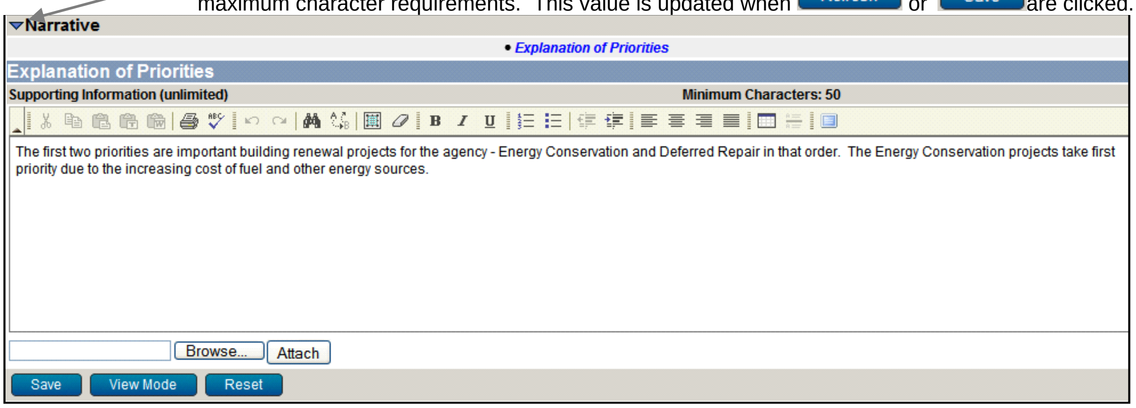
Save | View Mode | Reset

Request

Description	Priority	Program	Program Name	Total	Prior Exp	FY11 Appr/Reappr	FY12 Request	FY13 Request	Future Request
DEFERRED REPAIR	0			$259,500			$259,500	$0	
ENERGY CONSERVATION	0			$10,000			$0	$10,000	
FIRE/LIFE SAFETY	0			$0			$0	$0	
ADA	0			$0			$0	$0	
FERGUSON HOUSE	1	921	FERGUSON HOUSE REPAIRS	$690,000			$210,000	$480,000	
GOVERNOR'S MANSION	2	938	MANSION LANDSCAPING	$325,000			$10,000	$135,000	$180,000
Total				$1,284,500	$0	$0	$479,500	$625,000	$180,000

- Within the **Request** section, projects may be sorted by **Description**, by **Priority** number, or by **Program**. Simply click on the 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.

3. 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.
   - All narrative tabs will display **Character Count** to assist with the satisfaction of the minimum and maximum character requirements. This value is updated when Refresh or Save are clicked.



> **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 files, etc.) by clicking the Browse... button to locate the desired file and then clicking the Attach button.

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Capital Construction Reaffirmation Request Instructions

Purpose

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

Getting Started

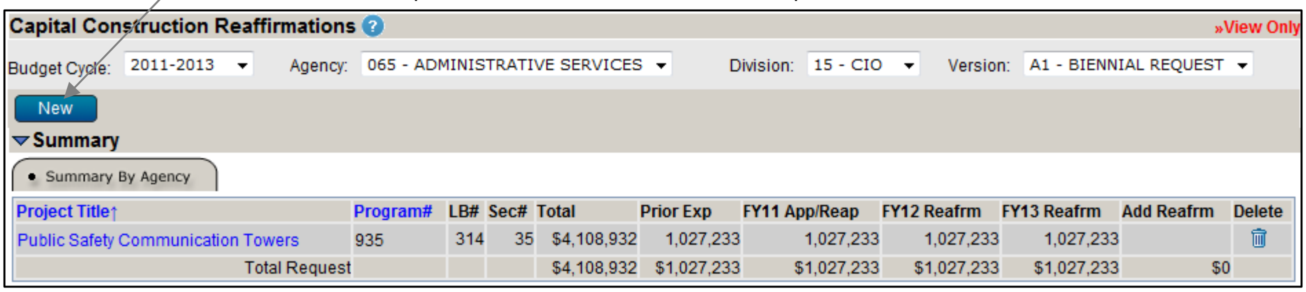
In the left-margin Menu, under **Capital Construction/Building Renewal**, click on “**Reaffirmations**.” The **Capital Construction Reaffirmations** Screen will appear.

- ***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).

> **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 NBRRS Agency Administrator or the State Budget Division for assistance.

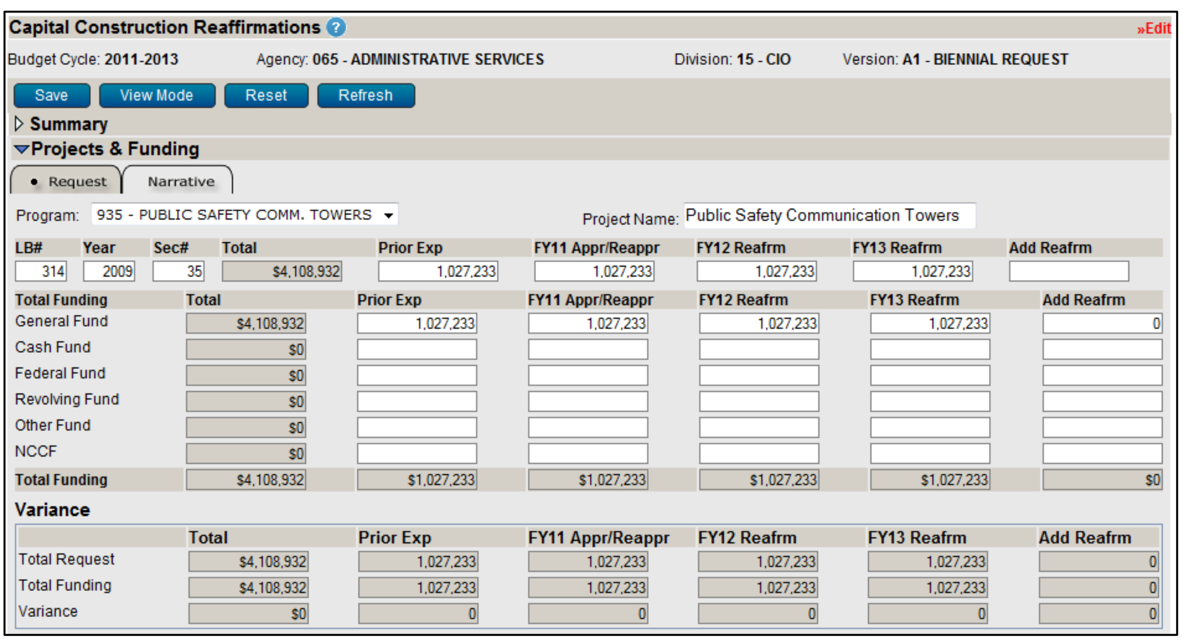
Create a New Reaffirmation Request

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



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 2009-10) and the Base Year (FY 2010-11) Appropriation/Reappropriation, then add reaffirmation request amounts for FY 2011-12, FY 2012-13, 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.

> **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.



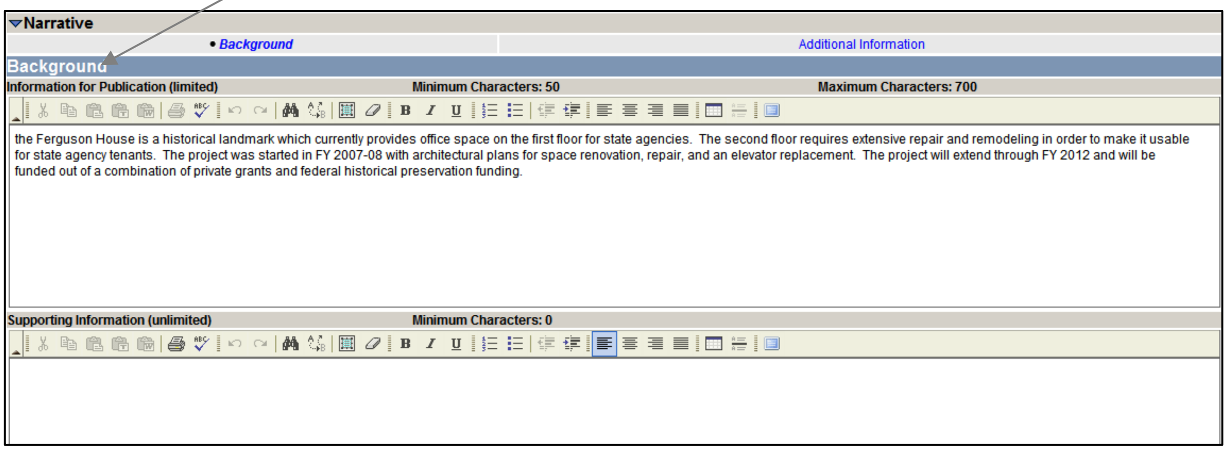
> **Space-Saver TIP**
> Free up screen space by Selecting **Hide Menu** in the upper left corner of any screen. Select **Show Menu** to bring back to left-margin menu.

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 as 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.
   - All narrative tabs will display **Character Count** to assist with the satisfaction of the minimum and maximum character requirements for each edit window. This value is updated when Refresh or Save are clicked.
   - The **Background** tab contains two edit windows. The **Additional Information** tab provides a single, unlimited text window.

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



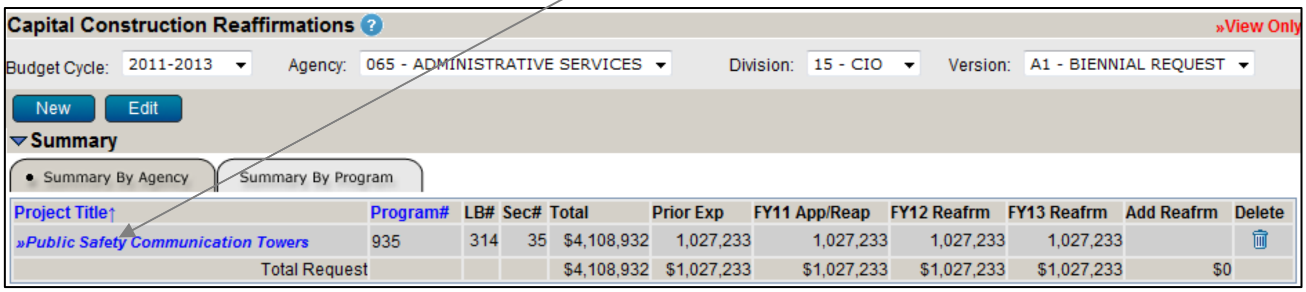
- Use the edit window **button bar** for standard word processing features. If any of the buttons look unfamiliar, point your mouse over the icon for a description of that feature. The (i.e., **Maximize the Editor Size)** button simply toggles you back and forth from full-screen editor mode to the normal 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.

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.



- 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. The source of 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 would assist in understanding the request.

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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 identify 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.

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 NBRRS Agency Administrator or the State Budget Division for assistance.

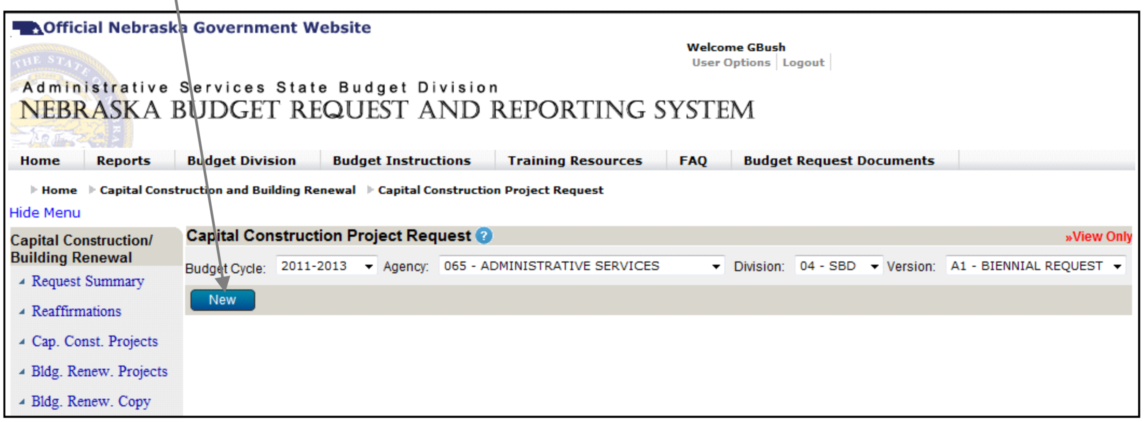
Getting Started

In the left-margin Menu, under **Capital Construction/Building Renewal**, click on **Cap. Const. Projects**.

- ***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 #1 on the right margin).

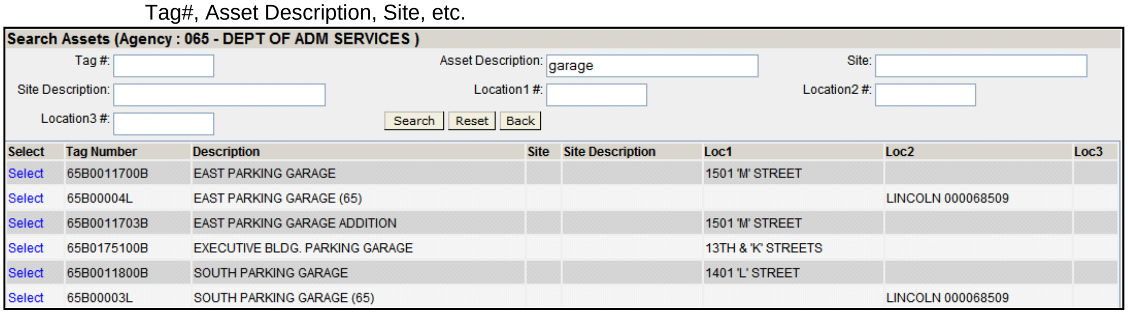
<u>Create a New Project Request</u>

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.



Time-Saver TIP #1
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.



Search Assets (Agency : 065 - DEPT OF ADM SERVICES)

Tag #: | Asset Description: garage | Site:
Site Description: | Location1 #: | Location2 #:
Location3 #:
Search | Reset | Back

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.

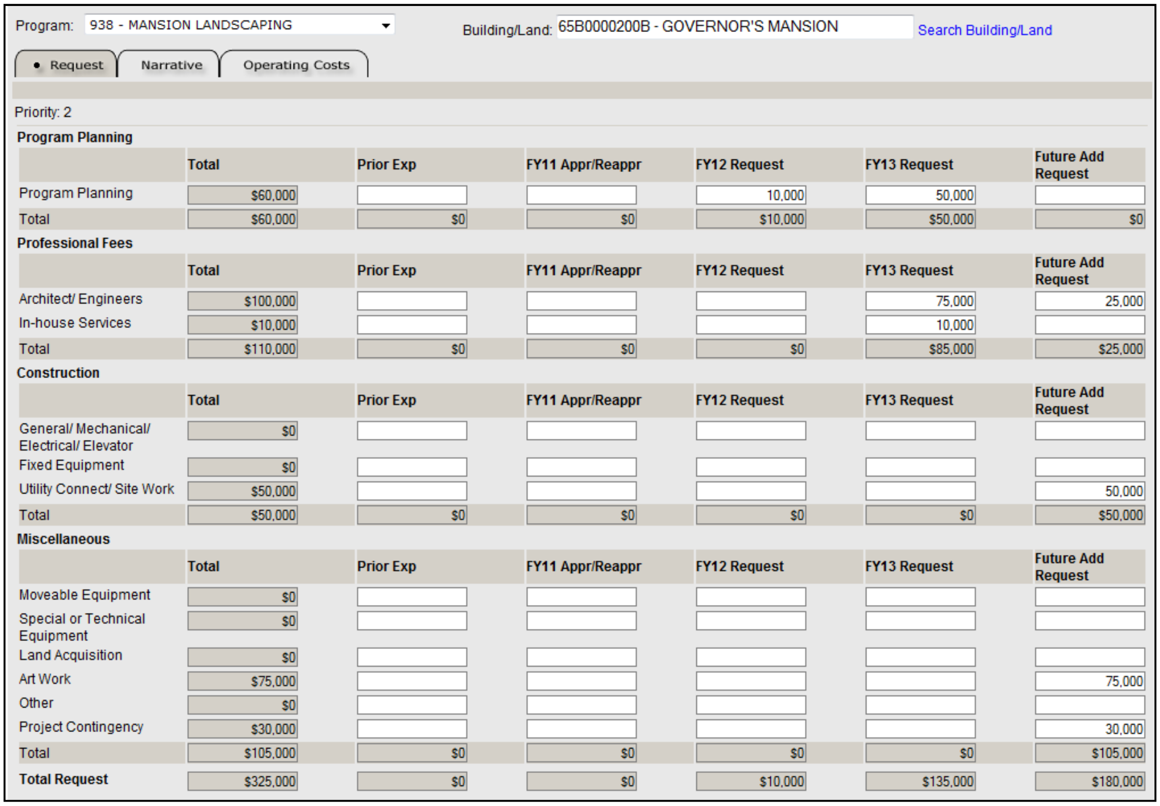
3. Select the project's **Request** tab.

Time-Saver TIP #2
Point your mouse over the ***Building/Land*** description to see additional details about the building, such as Site, Site Description, and location information.

4. Enter project amounts as needed in the fields provided (see screenshot below), beginning with Prior Year Expenditures (Project-to-Date through FY 2009-10) and the Base Year (FY 2010-11) Appropriation/Reappropriation, then add request amounts for FY 2011-12, FY 2012-13, and Future (future reaffirmation requests).

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).



Program: 938 - MANSION LANDSCAPING   Building/Land: 65B0000200B - GOVERNOR'S MANSION   Search Building/Land

Request | Narrative | Operating Costs

Priority: 2

Program Planning

	Total	Prior Exp	FY11 Appr/Reappr	FY12 Request	FY13 Request	Future Add Request
Program Planning	$60,000			10,000	50,000	
Total	$60,000	$0	$0	$10,000	$50,000	$0

Professional Fees

	Total	Prior Exp	FY11 Appr/Reappr	FY12 Request	FY13 Request	Future Add Request
Architect/ Engineers	$100,000				75,000	25,000
In-house Services	$10,000				10,000	
Total	$110,000	$0	$0	$0	$85,000	$25,000

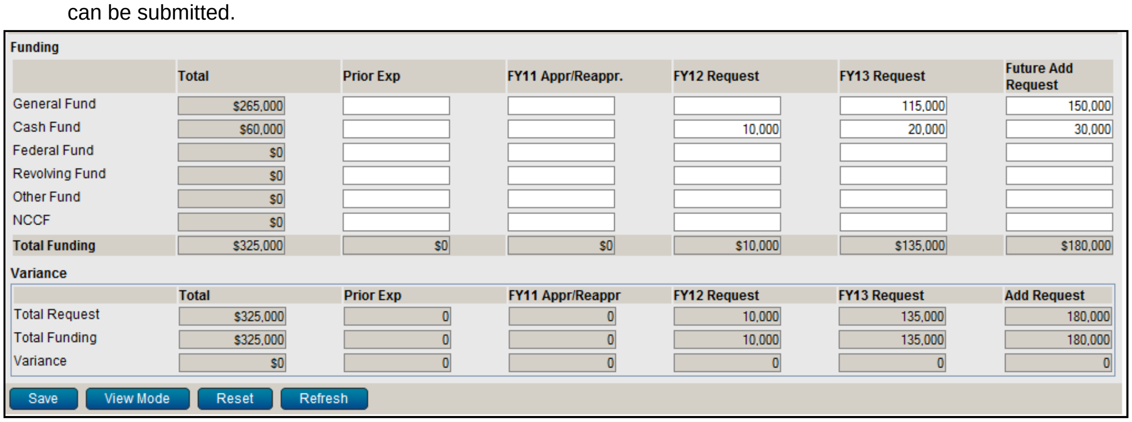
Construction

	Total	Prior Exp	FY11 Appr/Reappr	FY12 Request	FY13 Request	Future Add Request
General/ Mechanical/ Electrical/ Elevator	$0					
Fixed Equipment	$0					
Utility Connect/ Site Work	$50,000					50,000
Total	$50,000	$0	$0	$0	$0	$50,000

Miscellaneous

	Total	Prior Exp	FY11 Appr/Reappr	FY12 Request	FY13 Request	Future Add Request
Moveable Equipment	$0					
Special or Technical Equipment	$0					
Land Acquisition	$0					
Art Work	$75,000					75,000
Other	$0					
Project Contingency	$30,000					30,000
Total	$105,000	$0	$0	$0	$0	$105,000
Total Request	$325,000	$0	$0	$10,000	$135,000	$180,000

5. 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	FY11 Appr/Reappr.	FY12 Request	FY13 Request	Future Add Request
General Fund	$265,000				115,000	150,000
Cash Fund	$60,000			10,000	20,000	30,000
Federal Fund	$0					
Revolving Fund	$0					
Other Fund	$0					
NCCF	$0					
Total Funding	$325,000	$0	$0	$10,000	$135,000	$180,000

Variance

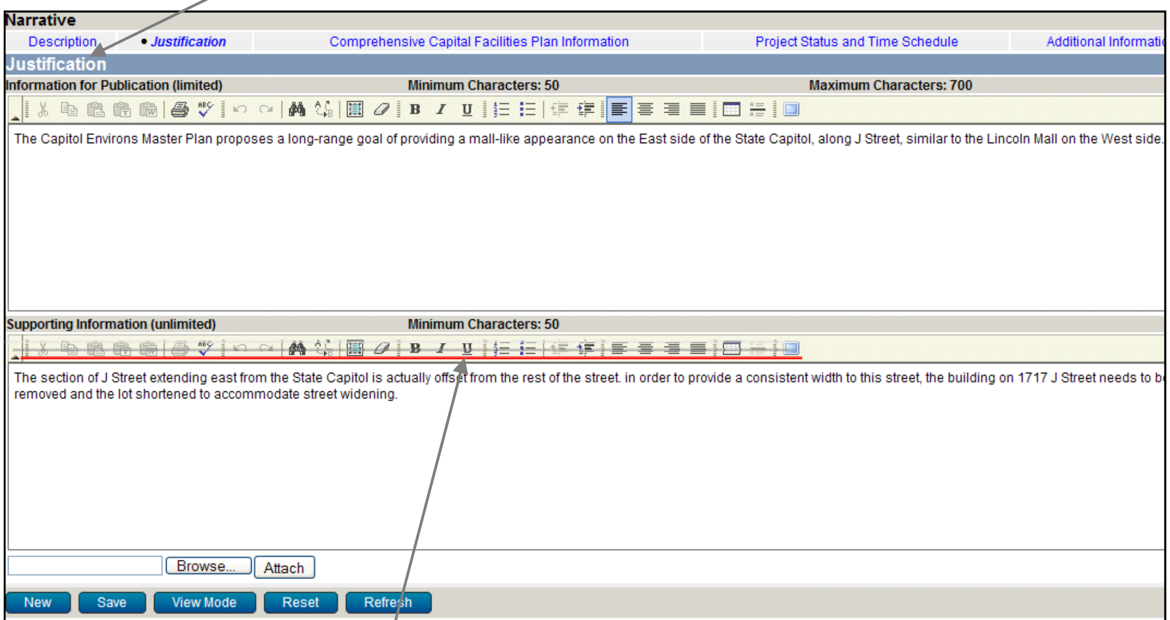
	Total	Prior Exp	FY11 Appr/Reappr	FY12 Request	FY13 Request	Add Request
Total Request	$325,000	0	0	10,000	135,000	180,000
Total Funding	$325,000	0	0	10,000	135,000	180,000
Variance	$0	0	0	0	0	0

Save | View Mode | Reset | Refresh

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.

6. Select the project's **Narrative** tab. 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.
   - All narrative tabs will display **Character Count** to assist with the satisfaction of the minimum and maximum character requirements for each edit window. This value is updated when Refresh or Save are clicked.
   - 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.



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 (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 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.

Capital Construction Project Request Instructions

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. Describes the basis or need for the project and the consequences of not doing the project as well as the benefits of doing it.

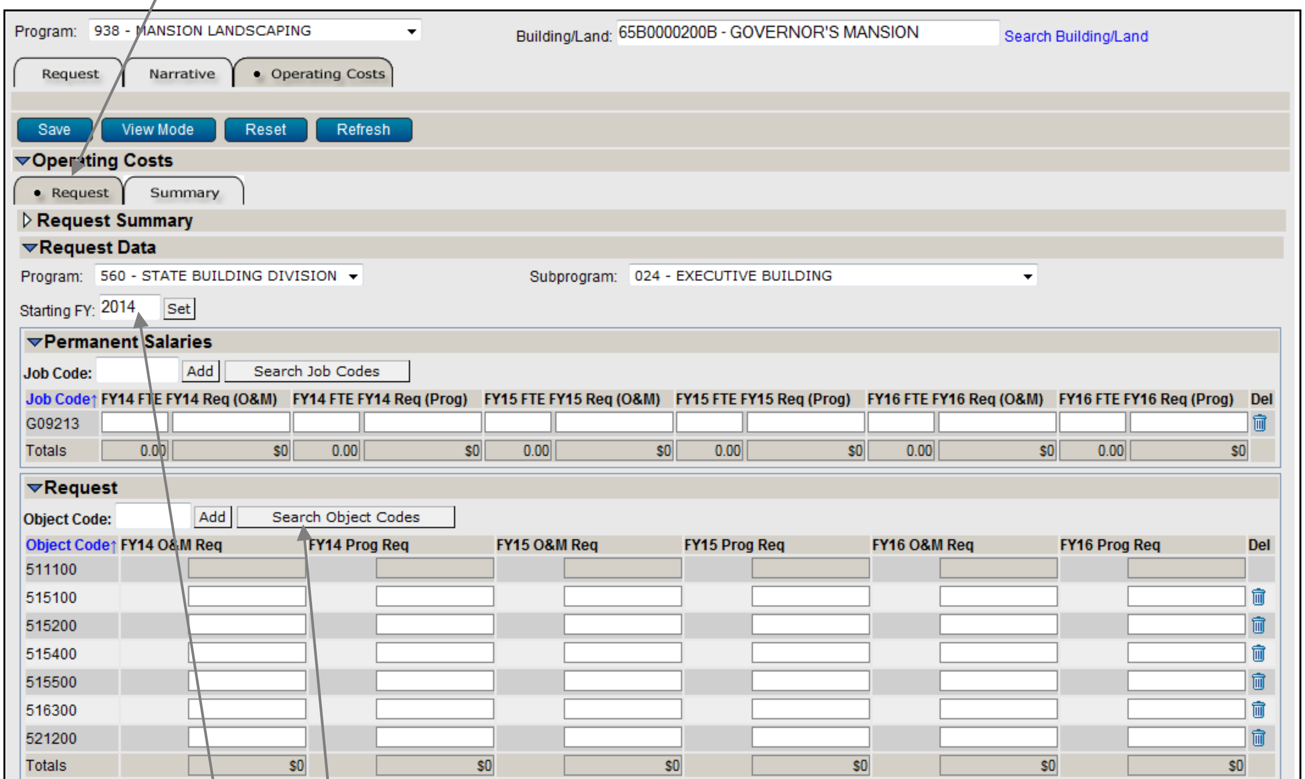
Comprehensive Capital Facilities Plan Information – How the project conforms to the agency’s master plan for capital construction. Also details any project costs beyond the 2-year biennial budget period.

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.

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.
   - Click the Add Program-SubProgram button.
   - Select the operating **Program** and **Subprogram**.
   - Under the **Permanent Salaries** section, add Job Codes as needed. If the Job Code is known enter the code and click **Add,** otherwise click 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**.
   - 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 Save to commit the data entered to the database. The salary information will automatically be included in the 511100 Object under the **Request** section.



   - Under the **Request** section, add Object Codes as needed. If the Object Code is known enter the code and click **Add**, otherwise click Search Object Codes. 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 Object 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 Save to commit the data entered to the database.

NOTE: If the default **Starting FY** (for the 2011-2013 biennial request this defaults to 2014) is incorrect, you may enter the correct year and click **Set**).

Capital Construction Project Request Instructions

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).

Funding

Total Funding

Fund Type	FY14 O&M Fund	FY14 Prog Fund	FY15 O&M Fund	FY15 Prog Fund	FY16 O&M Fund	FY16 Prog Fund
General Fund						
Cash Fund						
Federal Fund						
Revolving Fund						
Other Fund						
Total	$0	$0	$0	$0	$0	$0
PSL Request	$0	$0	$0	$0	$0	$0

Variance

	FY14 O&M	FY14 Prog	FY15 O&M	FY15 Prog	FY16 O&M	FY16 Prog
Total Request	0	0	0	0	0	0
Total Funding	0	0	0	0	0	0
Variance	0	0	0	0	0	0

Revenue Codes

Revenue Code: Add Search Revenue Codes

- 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 | Summary By Program | Summary by Building/Land

Building/Land Description↑	Program#	Priority	Total	Prior Exp	FY11 App/Reap	FY12 Request	FY13 Request	Future Request	Delete
FERGUSON HOUSE	921 - FERGUSON HOUSE REPAIRS	1	$690,000			210,000	480,000		
»GOVERNOR'S MANSION	938 - MANSION LANDSCAPING	2	$325,000			10,000	135,000	180,000	
Total Request			$1,015,000	$0	$0	$220,000	$615,000	$180,000	

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 2011-12) or Class II (occurring in FY 2012-13). 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.

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

Contact your NBRRS Agency Administrator or the State Budget Division for assistance.

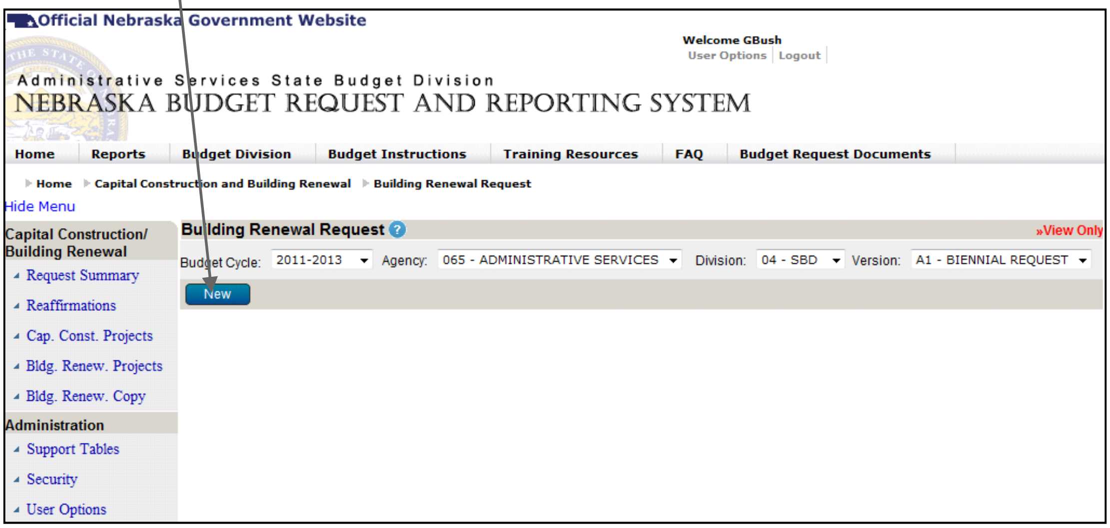
Getting Started

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

- ***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).

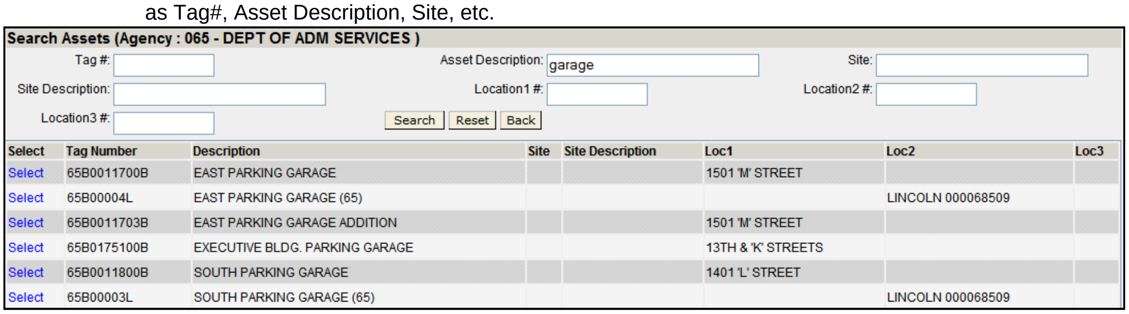
Create a New Building Renewal Project Request

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



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.

- 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.



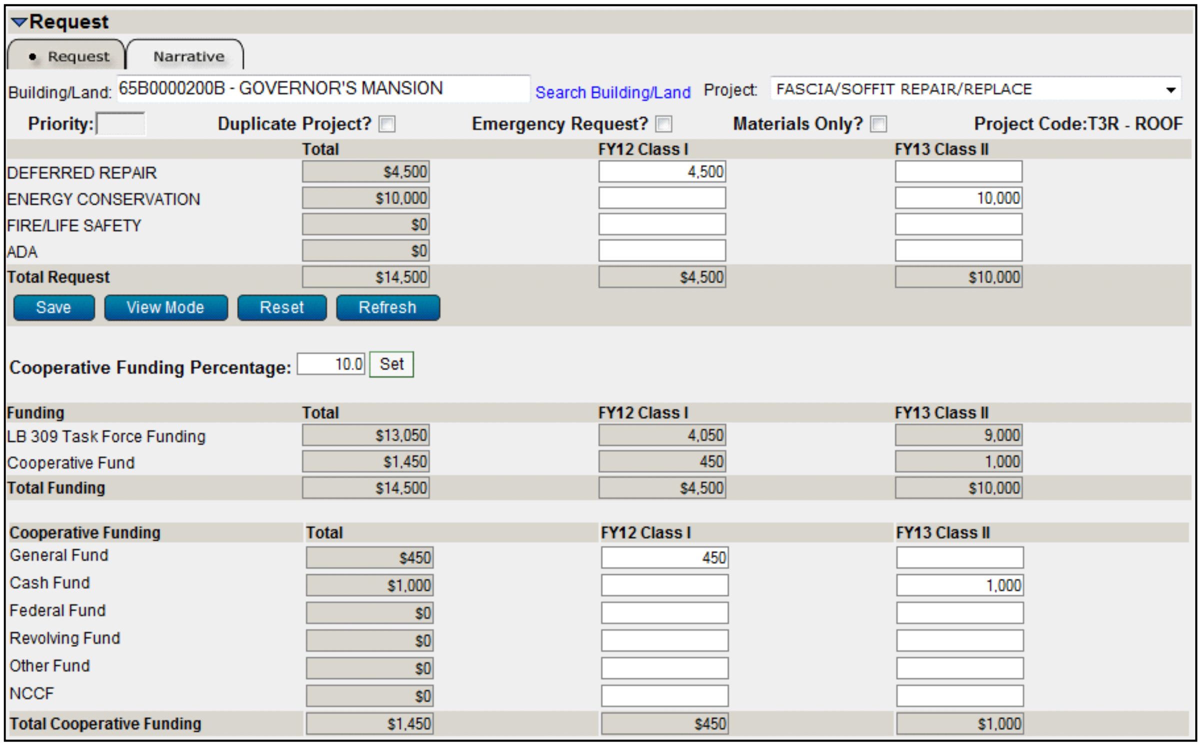
Select	Tag Number	Description	Site	Site Description	Loc1	Loc2	Loc3
Select	65B0011700B	EAST PARKING GARAGE			1501 'M' STREET		
Select	65B00004L	EAST PARKING GARAGE (65)				LINCOLN 000068509	
Select	65B0011703B	EAST PARKING GARAGE ADDITION			1501 'M' STREET		
Select	65B0175100B	EXECUTIVE BLDG. PARKING 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.
- 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 2011-2013 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 2011-12) and/or Class II (FY 2012-13) 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.

Building Renewal Project Request Instructions



Request

Request | Narrative

Building/Land: 65B0000200B - GOVERNOR'S MANSION Search Building/Land Project: FASCIA/SOFFIT REPAIR/REPLACE

Priority: Duplicate Project? Emergency Request? Materials Only? Project Code:T3R - ROOF

	Total	FY12 Class I	FY13 Class II
DEFERRED REPAIR	$4,500	4,500	
ENERGY CONSERVATION	$10,000		10,000
FIRE/LIFE SAFETY	$0		
ADA	$0		
Total Request	$14,500	$4,500	$10,000

Save | View Mode | Reset | Refresh

Cooperative Funding Percentage: 10.0 Set

Funding	Total	FY12 Class I	FY13 Class II
LB 309 Task Force Funding	$13,050	4,050	9,000
Cooperative Fund	$1,450	450	1,000
Total Funding	$14,500	$4,500	$10,000

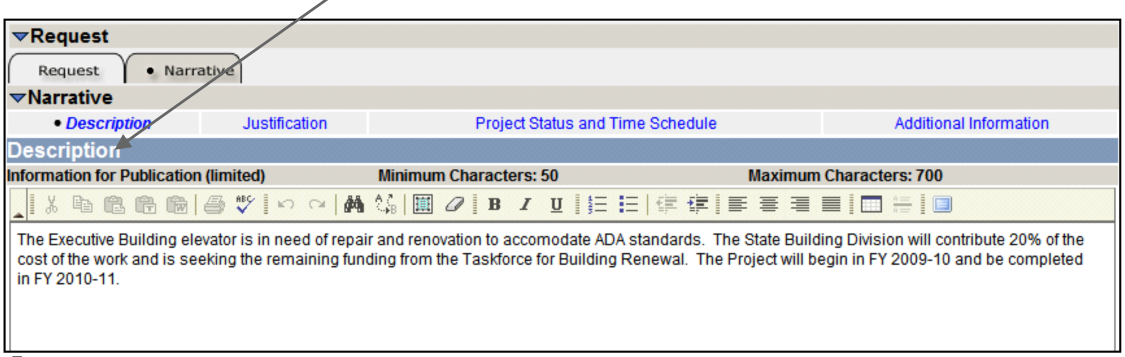
Cooperative Funding	Total	FY12 Class I	FY13 Class II
General Fund	$450	450	
Cash Fund	$1,000		1,000
Federal Fund	$0		
Revolving Fund	$0		
Other Fund	$0		
NCCF	$0		
Total Cooperative Funding	$1,450	$450	$1,000

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.
   - All narrative tabs will display **Character Count** to assist with the satisfaction of the minimum and maximum character requirements for each edit window. This value is updated when Refresh or Save are clicked.
   - 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 accomodate 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.

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

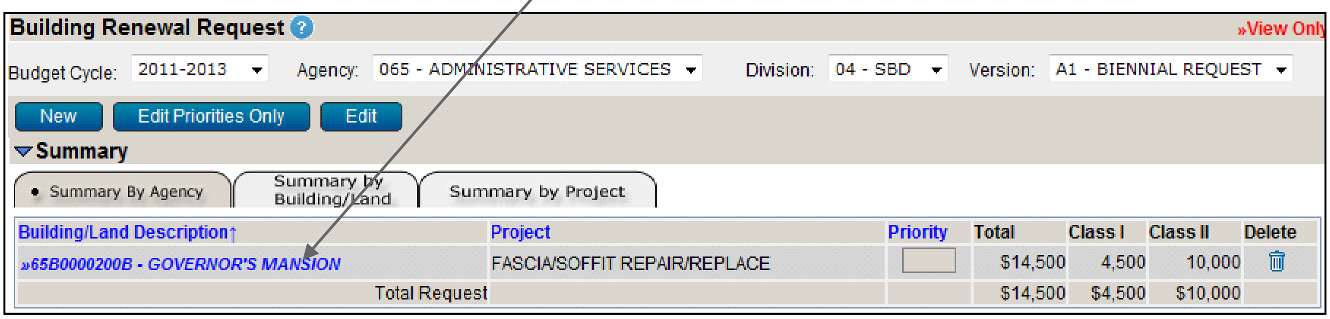
Building Renewal Project Request Instructions

- 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 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.

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 Edit 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 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. Describe the basis or need for the project and 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.

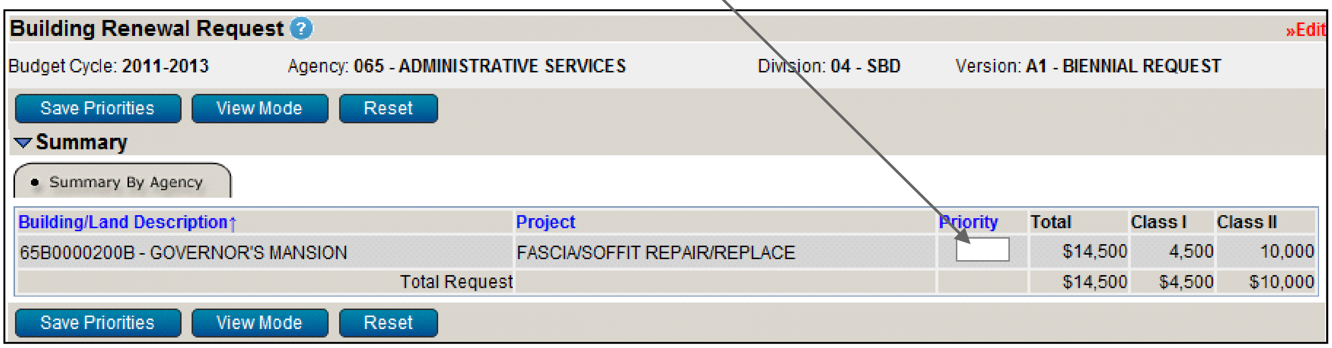
Building Renewal Project Request Instructions

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.

For agencies with large campuses, it may be possible to prioritize by campus. Check with your assigned budget analyst to see if this applies to your agency.

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 Project Copy Instructions

Purpose

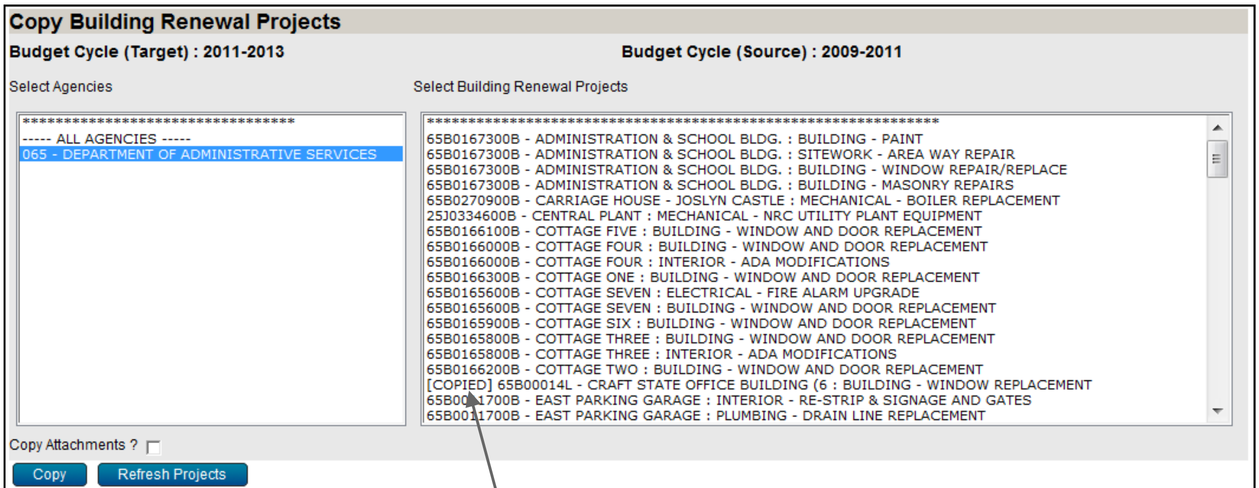
- Allows an agency to copy a Building Renewal Project which was prepared in the 2009-2011 budget request to the 2011-2013 budget cycle.

Getting Started

In the left-margin Menu, under **Capital Construction/Building Renewal**, click on "**Bldg. Renew. Copy**." The **Copy Building Renewal Projects** Screen will appear. The screen is split into two list boxes, **Select Agencies** and **Select Building Renewal Projects**.

- The target fiscal year is the current budget cycle. The source fiscal year is previous budget cycle.
- Only projects that were included in the final version of the source fiscal year will be available to be copied.

<u>Copy a Building Renewal Project Copy</u>



1. Select an **Agency** from the list in the left selection box from the agencies that have been assigned to you.
2. Select **Building Renewal Project** from the right selection box.
   - Projects are sorted in **Asset Tag** order.
   - Multiple projects may be selected.
     - Hold **CTRL** key to select multiple individual projects that are not in order.
     - Hold **SHIFT** to select a range of projects.
   - If a project has been copied previously, **[COPIED]** will appear at the beginning. If it is recopied any changes previously entered in the 2011-2013 budget cycle will be overwritten.
3. Check **Copy Attachments?** to also copy attachments from the 2009-2011 request.
4. Click  to copy the selected projects to the 2011-2013 budget cycle.

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SECTION IV

State Agency Information Technology

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GENERAL INSTRUCTIONS
Information Technology

Information Technology Project Proposals

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). "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). In order to perform this review, the NITC require agencies/entities to complete this form when requesting funding for technology projects. Detailed information can be found at http://nitc.ne.gov/standards/1-202.html.

Note that any project which requires an increase in appropriation for FY2011-12 and/or FY2012-13 must be entered as a separate "IT Issue" on the Issue Details screen of the Nebraska Budget Request and Reporting System (NBRRS). The costs identified as part of an IT Project Proposal are in a format as required by the NITC and are not copied to the IT Issue. Unlike the IT Project Proposal, the IT Issue uses job codes and object codes to identify costs. An agency should only request an increase in appropriations if the current level of appropriation is not sufficient to fund the IT Project Proposal.

Agency Information Technology Plan (IT Plan)

Section 86-524.01, Nebraska R.R.S. states "all state agencies, boards, and commissions shall report to the Chief Information Officer, in a format determined by the commission, an information technology plan that includes an accounting of all technology assets, including planned acquisitions and upgrades." The format to submit this report can be found at http://nitc.ne.gov/standards/1-201.html. The NBRRS also includes a link on the left margin menu to the NITC website where the IT Plan form is available. The Microsoft Word document is to be completed by the agency and attached to the *IT Agency Summary* narrative tab. Please include the agency number and agency name as part of the file name.

IT Project Proposals and Agency IT Plans for the 2011-2013 biennium are due by 5:00 p.m., Wednesday, September 15, 2010.

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Agency IT Setup Instructions

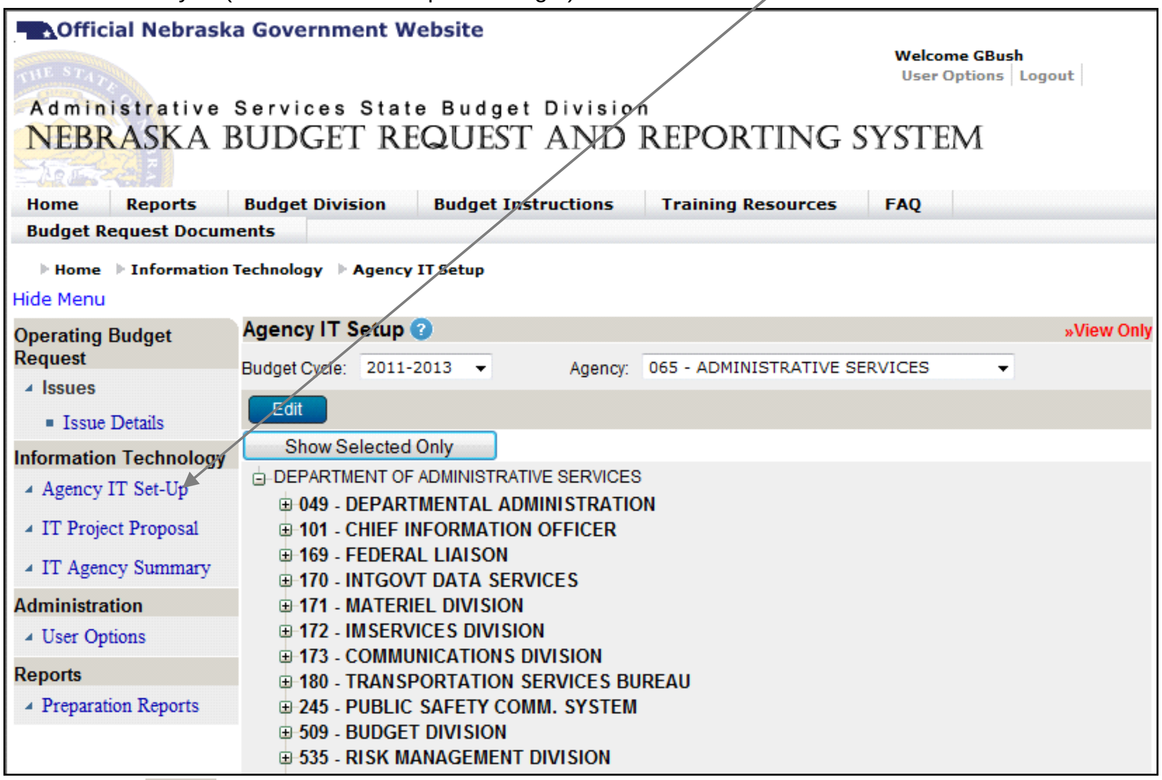
Purpose

➤ Allows an agency to designate specific Programs and Subprograms as containing only IT related expenditures. This designation, along with the Office of the CIO's designation of specific IT related job codes and object codes, will help to report the level of IT expenditures in the state for the Nebraska Information Technology Commission. Nothing is required from an agency on this screen if it has no programs and/or subprograms that are exclusively IT.

> **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.

Getting Started – Agency IT Setup

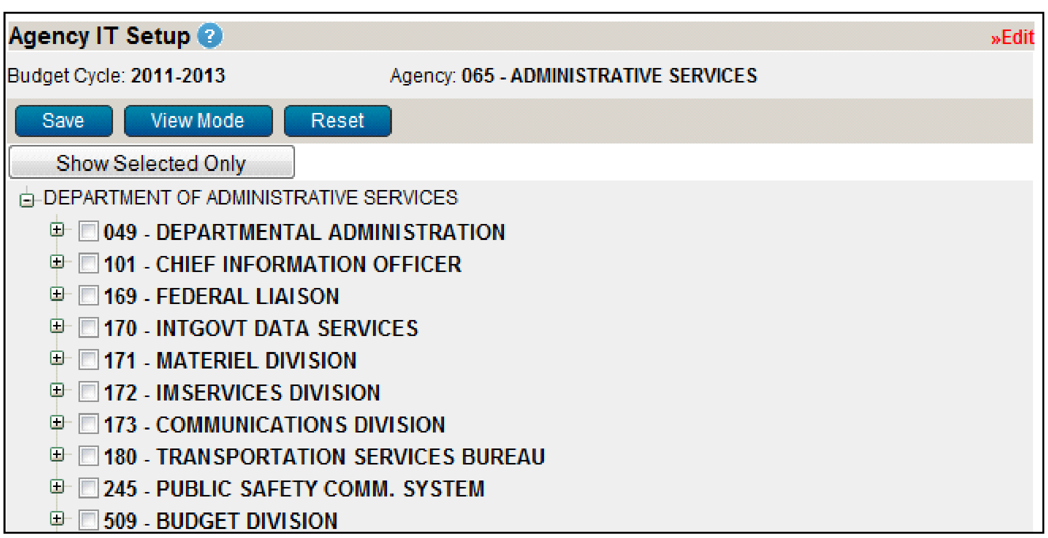
1. From the left-margin menu under **Information Technology**, click **Agency IT Setup**.
   - ***Budget Cycle*** defaults to the current cycle.
   - Select ***Agency*** and ***Version*** from the drop-down menu options that have been assigned to you (see Time-Saver Tip on the right).



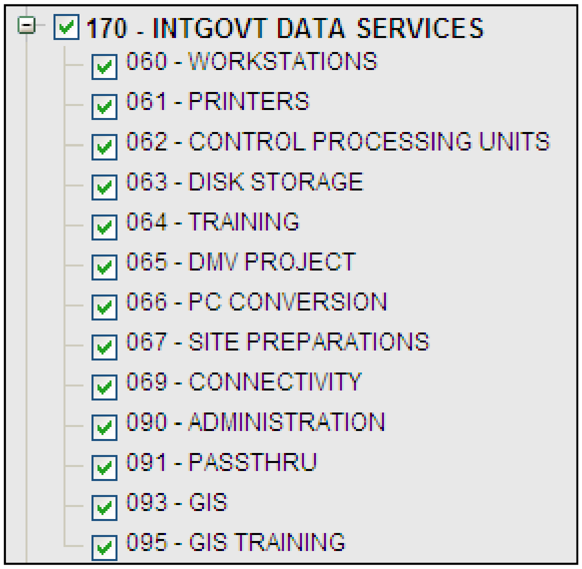
2. Click Edit.
   - The system will enter EDIT mode.
   - If needed, Click on ⊞ beside the Agency name to expand the list.

> **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 NBRRS Agency Administrator or the State Budget Division for assistance.

3. Mark each Program and/or Subprogram that is exclusively IT as needed.
   - Checking or Unchecking a Program will do the same for all subprograms.



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 Save to commit changes to the database.
   - Click Show Selected Only to show only Programs/Subprograms that have already been marked.
   - Click Show All to show all Programs/Subprograms.

IT Project Proposal Instructions

> **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 NBRRS Agency Administrator or the State Budget Division for assistance.

Purpose

- Allows an agency to identify an IT Project that requires review by the NITC. Starting with the 2009-2011 Biennial Budget requests, project proposals are submitted by entering the information into the Nebraska Budget Request and Reporting System (NBRRS). **For each IT Project Proposal created in the NBRRS, the submitting agency must also prepare an "IT Issue" in the system to request funding for the project (see Issue Details 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). "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). In order to perform this review, the NITC requires agencies/entities to complete this form when requesting funding for technology projects.

Which technology budget requests require a Project Proposal Form? Information on the "Project Review Process" is available at http://nitc.ne.gov/standards/1-202.html. Attachment A on this webpage establishes the minimum requirements for project submission.

Questions. Contact the Office of the CIO/NITC at (402) 471-7984 or rick.becker@nebraska.gov

Getting Started

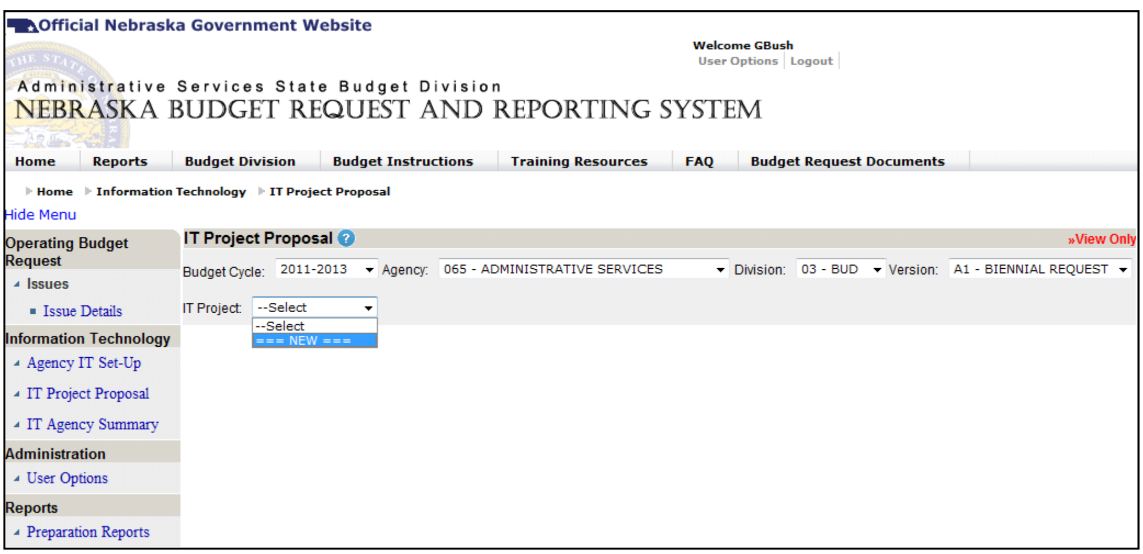
In the left-margin menu, under **Information Technology**, click "**IT Project Proposal**".

- ***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).

> **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.

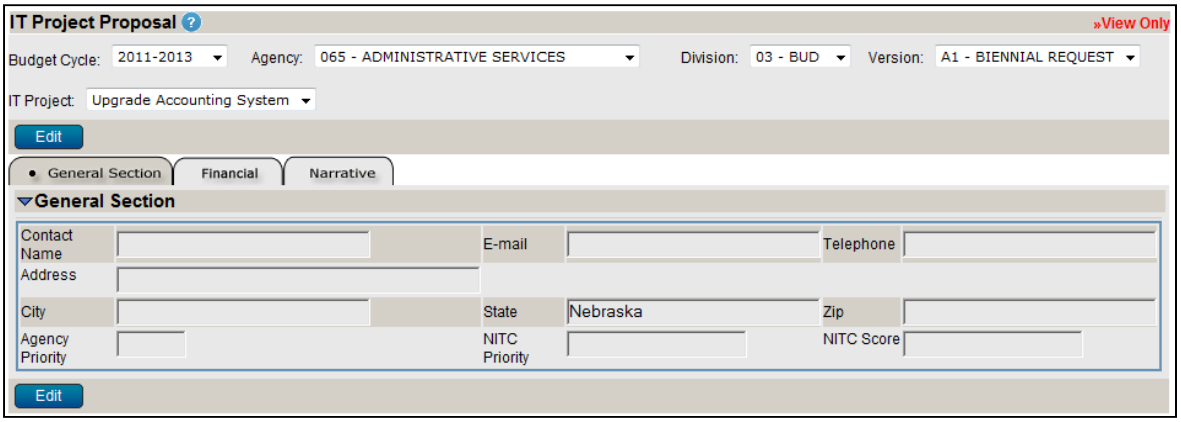
<u>Create a New IT Project Proposal</u>

1. Select *<u>New</u>* from ***IT Project*** dropdown.
   - The system will enter NEW mode.

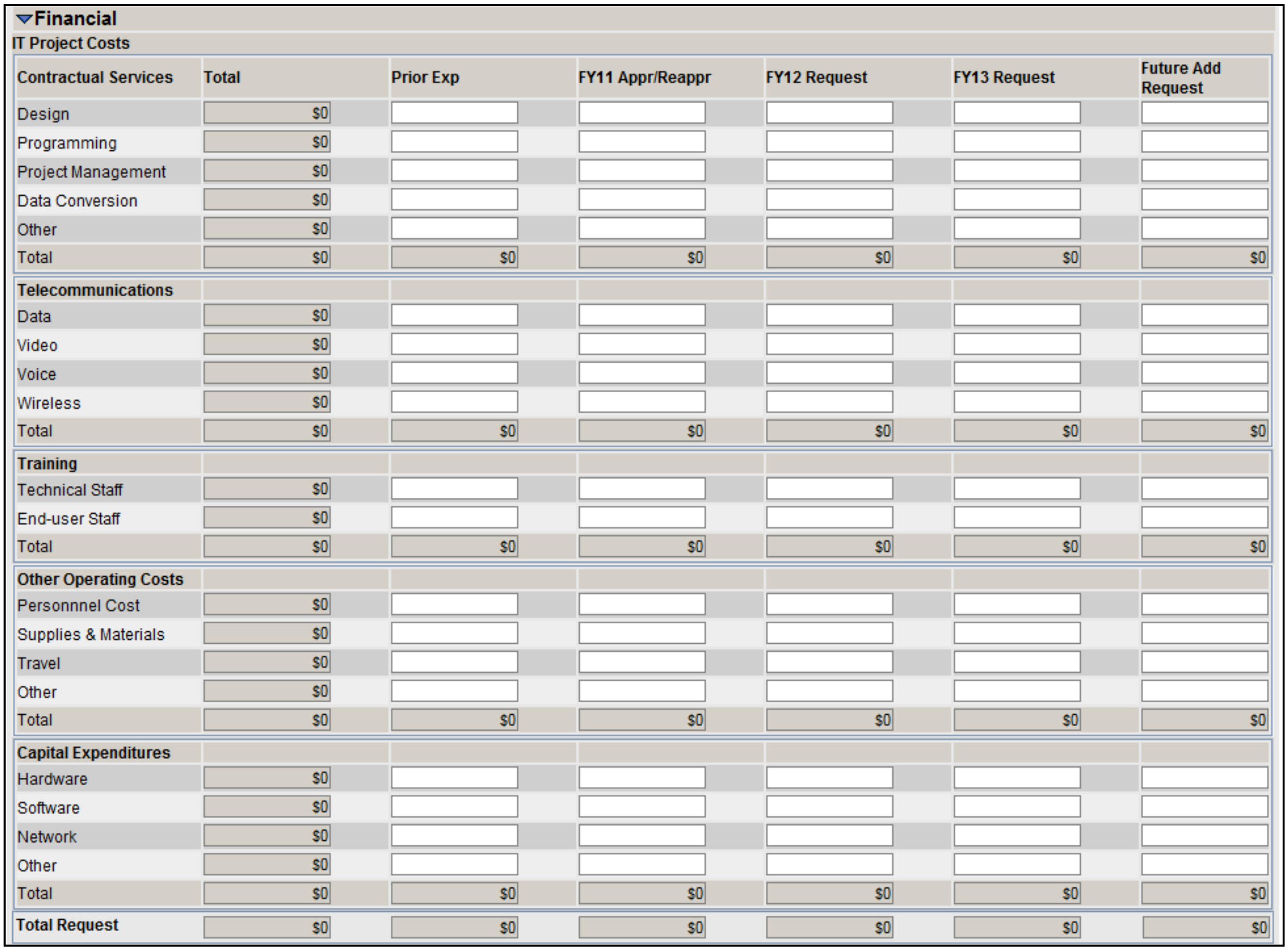


IT Project Proposal Instructions

2. 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.



3. Click on the project's ***Financial*** tab to enter costs by project category.
    - 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 2010-11 fiscal year.
    - <u>**NOTE**</u>: This screen does NOT constitute an agency's request for appropriation for this project. This is completed on the ***Issue Details*** screen.



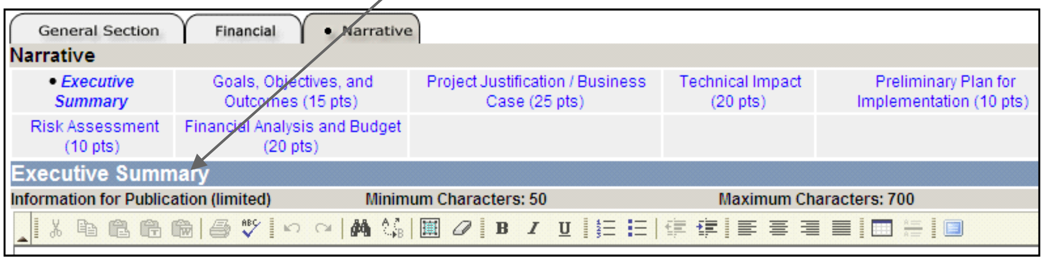
Financial

IT Project Costs

Contractual Services	Total	Prior Exp	FY11 Appr/Reappr	FY12 Request	FY13 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

IT Project Proposal Instructions

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.
   - All narrative tabs will display **Character Count** to assist with the satisfaction of the minimum and maximum character requirements for each edit window. This value is updated when Refresh or Save are clicked.
   - 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.



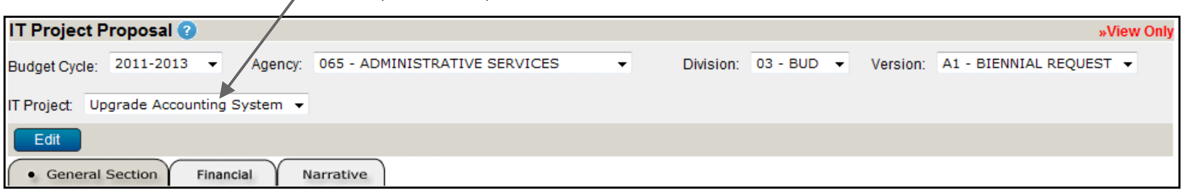
   - Use the edit window **button bar** for standard word processing features. If any of the buttons look unfamiliar, point your mouse over the icon for a description of that feature. The (i.e., **Maximize the Editor Size)** button simply toggles you back and forth from full-screen editor mode to the normal 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 Save.
   - **Attach supporting files** (e.g., organizational chart graphics, picture files, etc.) by clicking the Browse... button to locate the desired file and then clicking the Attach button. <u>Attachments should not be referenced in the limited, Information for Publication edit window as the attachments will not be included with all reports.</u>

5. Click Save to commit the data entered to the database.

6. Click View Mode 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.

<u>Edit an Existing IT Project Proposal</u>

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



   - Follow Steps 3-6 under <u>Create a New IT Project Proposal</u> 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 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 screen as being exclusively IT related expenses.
  3. All job codes and object 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 Save.

Getting Started

In the left-margin menu, under **Information Technology**, click "**IT Agency Summary**".

- ***Budget Cycle*** defaults to the current cycle.
- Select ***Agency*** and ***Version*** from the options that have been assigned to you (see Time-Saver Tip)
- There are two tabs, ***Request*** and ***Narrative***.
- The Request tab has four sections on the screen:
  1. **Designated Exclusive IT**
  2. **System Identified IT Expenditures**
  3. **Agency Identified IT Expenditures**
  4. **IT Related Funding**.
- Each section can be expended or collapsed by clicking on the blue or white triangle next to the section header.
- The ***Narrative*** tab is used to attach the Agency IT Plan.

> **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 NBRRS Agency Administrator or the State Budget Division for assistance.

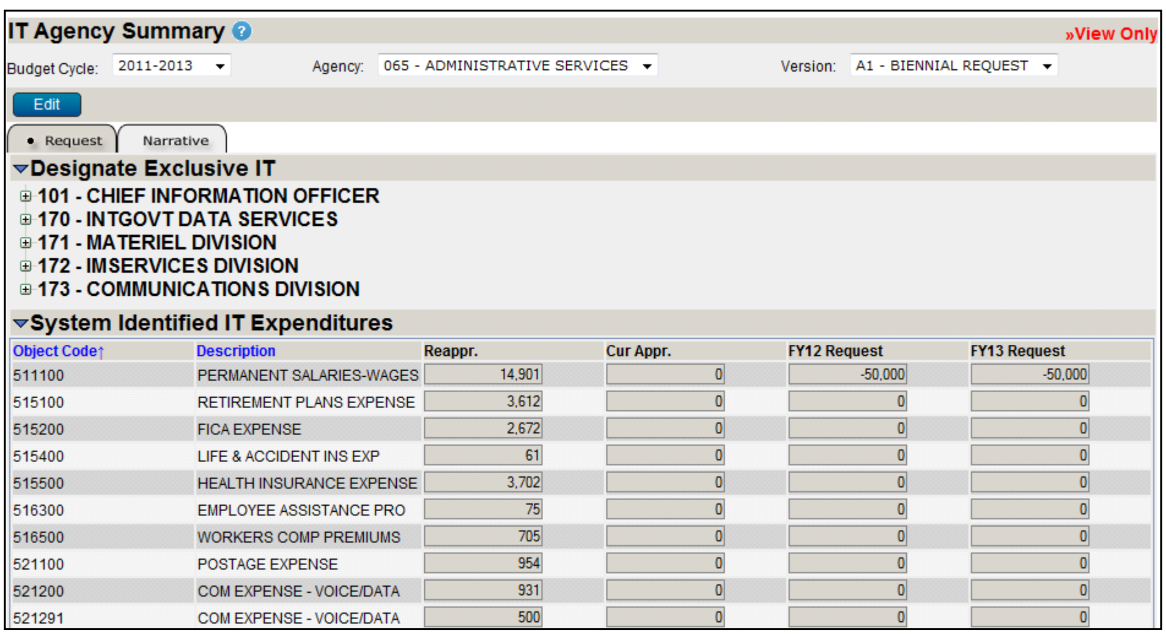
Request Tab

Designated Exclusive IT

This section lists the Program and Subprograms designated by the agency has being exclusively IT. These are set on the **"Agency IT Set-Up"** screen.

System Identified IT Expenditures

This section lists all IT expenditures determined by the system. The total in this section will be added to the **Agency Identified IT Expenditures** section to determine the amount of **IT Related Funding** needing to be identified by the agency.


IT Agency Summary »View Only
Budget Cycle: 2011-2013 Agency: 065 - ADMINISTRATIVE SERVICES Version: A1 - BIENNIAL REQUEST
Edit
Request Narrative

Designate Exclusive IT
101 - CHIEF INFORMATION OFFICER
170 - INTGOVT DATA SERVICES
171 - MATERIEL DIVISION
172 - IMSERVICES DIVISION
173 - COMMUNICATIONS DIVISION

System Identified IT Expenditures

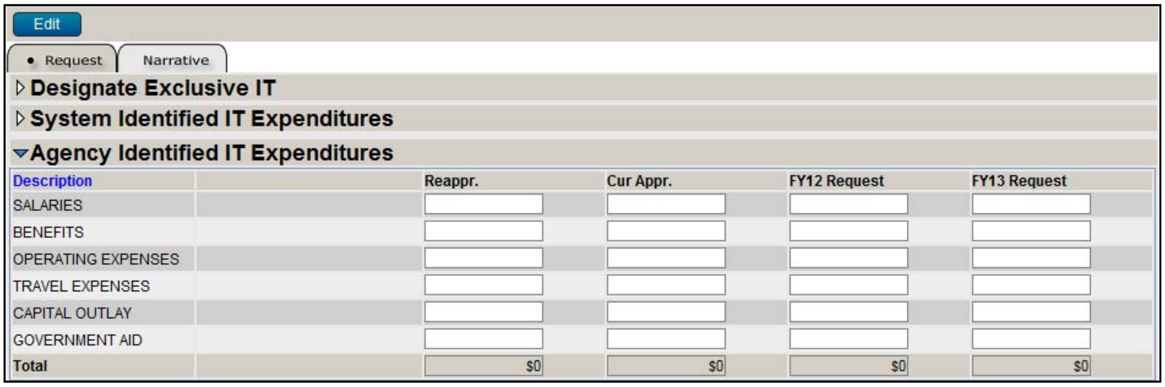
Object Code	Description	Reappr.	Cur Appr.	FY12 Request	FY13 Request
511100	PERMANENT SALARIES-WAGES	14,901	0	-50,000	-50,000
515100	RETIREMENT PLANS EXPENSE	3,612	0	0	0
515200	FICA EXPENSE	2,672	0	0	0
515400	LIFE & ACCIDENT INS EXP	61	0	0	0
515500	HEALTH INSURANCE EXPENSE	3,702	0	0	0
516300	EMPLOYEE ASSISTANCE PRO	75	0	0	0
516500	WORKERS COMP PREMIUMS	705	0	0	0
521100	POSTAGE EXPENSE	954	0	0	0
521200	COM EXPENSE - VOICE/DATA	931	0	0	0
521291	COM EXPENSE - VOICE/DATA	500	0	0	0

IT Agency Summary Instructions

Agency Identified IT Expenditures

This section is used to enter additional IT expenditures that were not included in the System **Identified IT Expenditures** section. The additional IT expenditures are entered at a Major Account level. The total in this section will be added to the **System Identified IT Expenditures** section to determine the amount of **IT Related Funding** that is to be identified by the agency.

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



Edit

Request | Narrative

Designate Exclusive IT

System Identified IT Expenditures

Agency Identified IT Expenditures

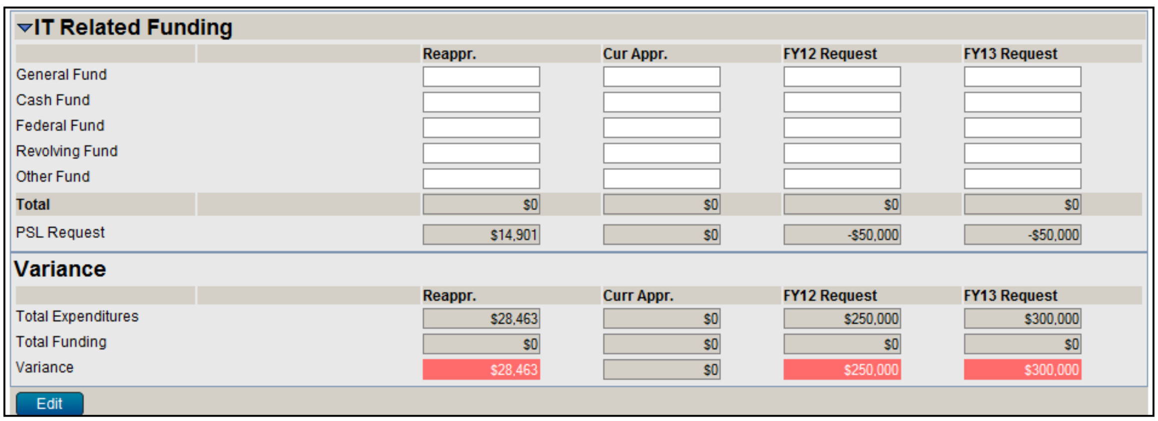
Description		Reappr.	Cur Appr.	FY12 Request	FY13 Request
SALARIES					
BENEFITS					
OPERATING EXPENSES					
TRAVEL EXPENSES					
CAPITAL OUTLAY					
GOVERNMENT AID					
Total		$0	$0	$0	$0

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

IT Related Funding

This section is used to enter the fund types for IT related expenditures. The total expenditures identified in the **System Identified IT Expenditures** and **Agency Identified IT Expenditures** sections are included.

1. Click Edit to begin entering funding amounts by fund for each column.



IT Related Funding

		Reappr.	Cur Appr.	FY12 Request	FY13 Request
General Fund					
Cash Fund					
Federal Fund					
Revolving Fund					
Other Fund					
Total		$0	$0	$0	$0
PSL Request		$14,901	$0	-$50,000	-$50,000

Variance

		Reappr.	Curr Appr.	FY12 Request	FY13 Request
Total Expenditures		$28,463	$0	$250,000	$300,000
Total Funding		$0	$0	$0	$0
Variance		$28,463	$0	$250,000	$300,000

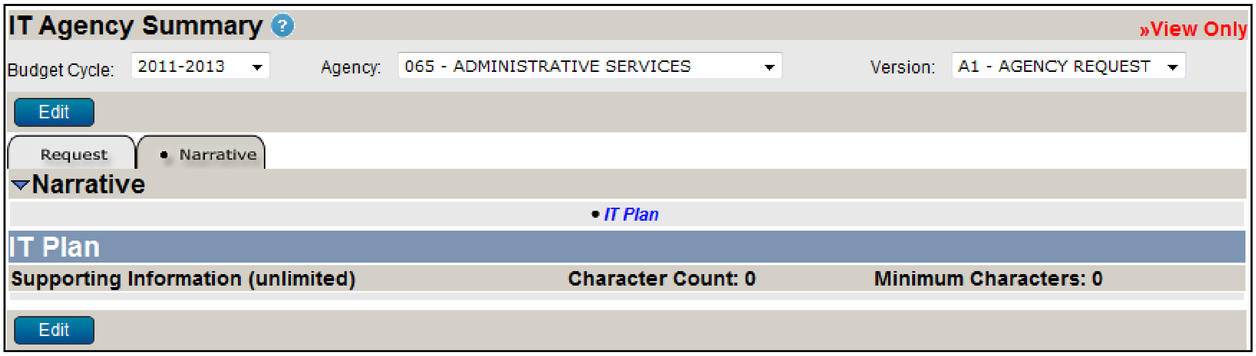
Edit

2. Any variance in funding relative to the amount of expenditures will be shown in red. These should be corrected before the budget request is submitted.
3. Click Save to commit the data entered to the database.

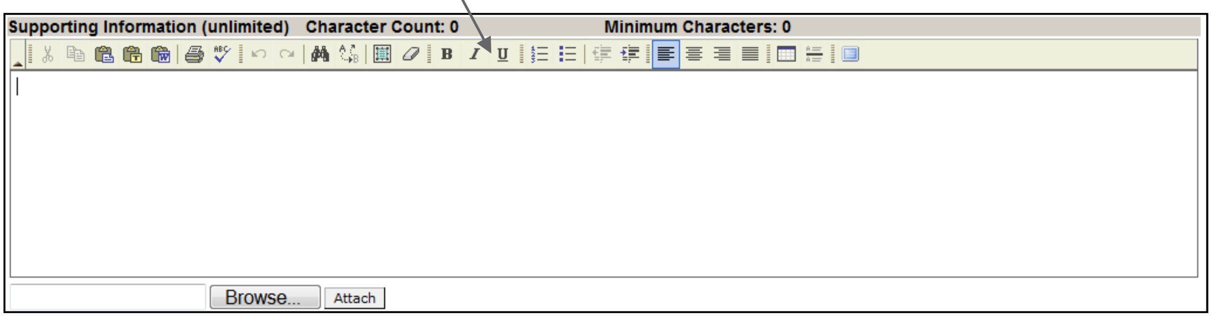
IT Agency Summary Instructions

Narrative Tab

The Narrative tab is used to attach the **Agency IT Plan**. Additionally, the user can provide any additional information as desired. The Agency IT Plan Word document template can be obtained from the Agency IT Plan link in the left margin menu.



1. To add Narrative, click on the Narrative tab
2. Click Edit to begin entering narrative.
   - All narrative tabs will display **Character Count** to assist with the satisfaction of the minimum and maximum character requirements. This value is updated when Refresh or Save are clicked.
   - 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 Save.
   - Attach **Agency IT Plan** by clicking the Browse... button to locate the desired file and then clicking the Attach button.



3. Click Save to commit the narrative entered and attachment to the database.

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SECTION V

Agency Administrator / Request Submission

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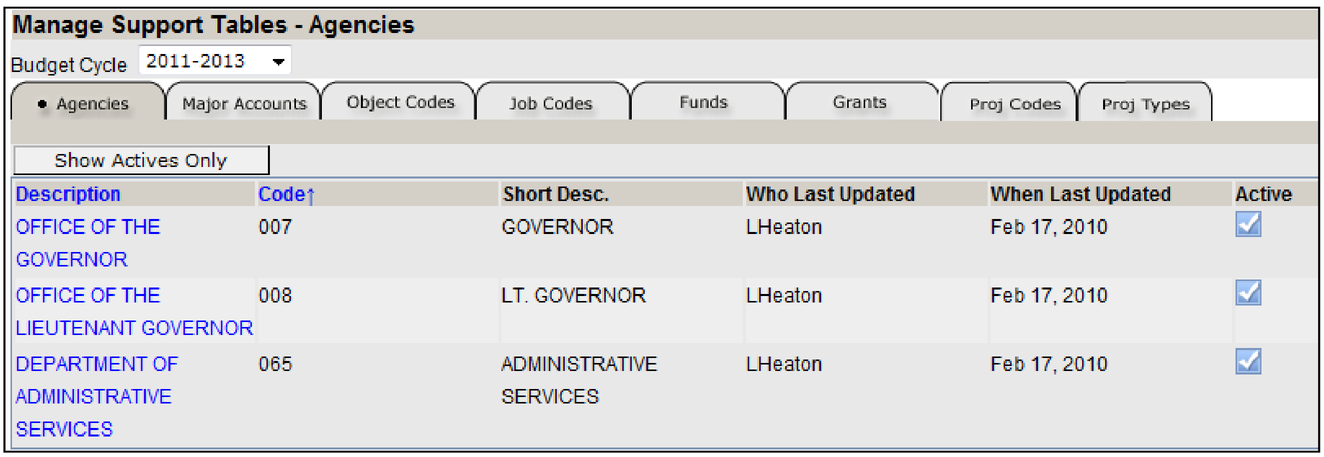
Agency Administrator Instructions

Purpose

- These instructions will provide the Agency Administrator with the step-by-step directions on how to perform the unique tasks available to an Agency Administrator.
- Under the ***Administration*** section on the left margin menu, the Agency Administrator will see the following:

Support Tables

Support Tables allow the user to view information and to update certain fields. See Tab Descriptions.



Description	Code↑	Short Desc.	Who Last Updated	When Last Updated	Active
OFFICE OF THE GOVERNOR	007	GOVERNOR	LHeaton	Feb 17, 2010	☑
OFFICE OF THE LIEUTENANT GOVERNOR	008	LT. GOVERNOR	LHeaton	Feb 17, 2010	☑
DEPARTMENT OF ADMINISTRATIVE SERVICES	065	ADMINISTRATIVE SERVICES	LHeaton	Feb 17, 2010	☑

NOTE: Only Agencies that have been assigned will appear.

Tab descriptions

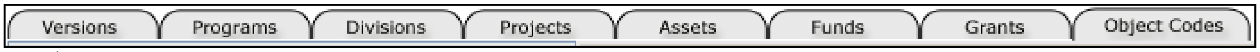
- **Agencies**: Shows all agencies that the Agency Administrator has security to manage. Additional tabs will appear once an agency has been selected.
- **Major Accounts**: Shows a listing of the Major Account filters established on the system. This is an informational tab only.
- **Object Codes**: A listing of all Object Codes available on the system. This is an informational tab only.
- **Job Codes**: A listing of all Job Codes available on the system. This is an informational tab only.
- **Funds**: A listing of all Funds available on the system. This is an information tab only.
- **Grants**: A listing of all Federal Grants available on the system. Grants are listed in CFDA order. This is an informational tab only.
- **Proj Codes**: A listing of all Project Codes available for Building Renewal projects. These codes are required on Building Renewal projects and are defined by the State Building Division. This is an informational tab only.
- **Proj Types**: A listing of Project Types available for Building Renewal projects. These types are required on Building Renewal projects and are defined by the State Building Division. This is an informational tab only.

Agency Administrator Instructions

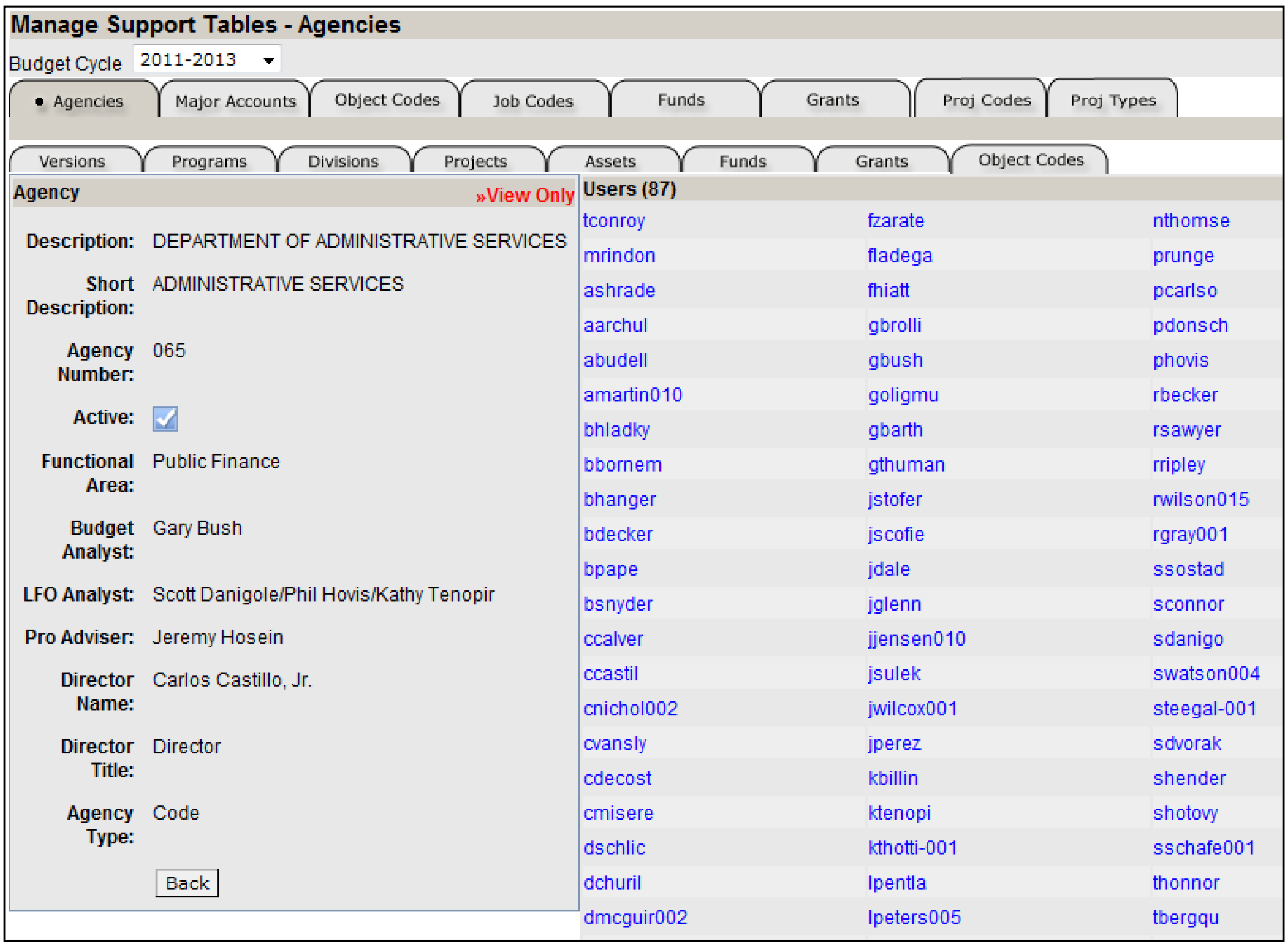
Agencies

After clicking on a specific agency to manage, this screen will be displayed. There are three distinct sections: the ***Agency*** section, the ***Users*** section and a row of ***new tabs***.

New Tabs



- **Versions**: Shows Versions. Allows the user to Create, Copy and Merge Version..
- **Programs**: Shows all Programs and Subprograms. Allows the user to change the description of a subprogram.
- **Divisions**: Shows all Divisions and what programs are assigned to what Division.
- **Projects**: Shows all Building Renewal Project titles. Allows a User to change information of an Agency created Project.
- **Assets**: Shows all buildings and land assigned to an Agency.
- **Funds**: Shows all Funds that will need to have a fund analysis completed by the Agency.
- **Grants**: Shows all Federal Grants that will need to have a fund analysis completed by the Agency.
- **Object Codes**: Shows Agency Object Codes. Allows the user to change the description for a specific Program/Object Code combination.



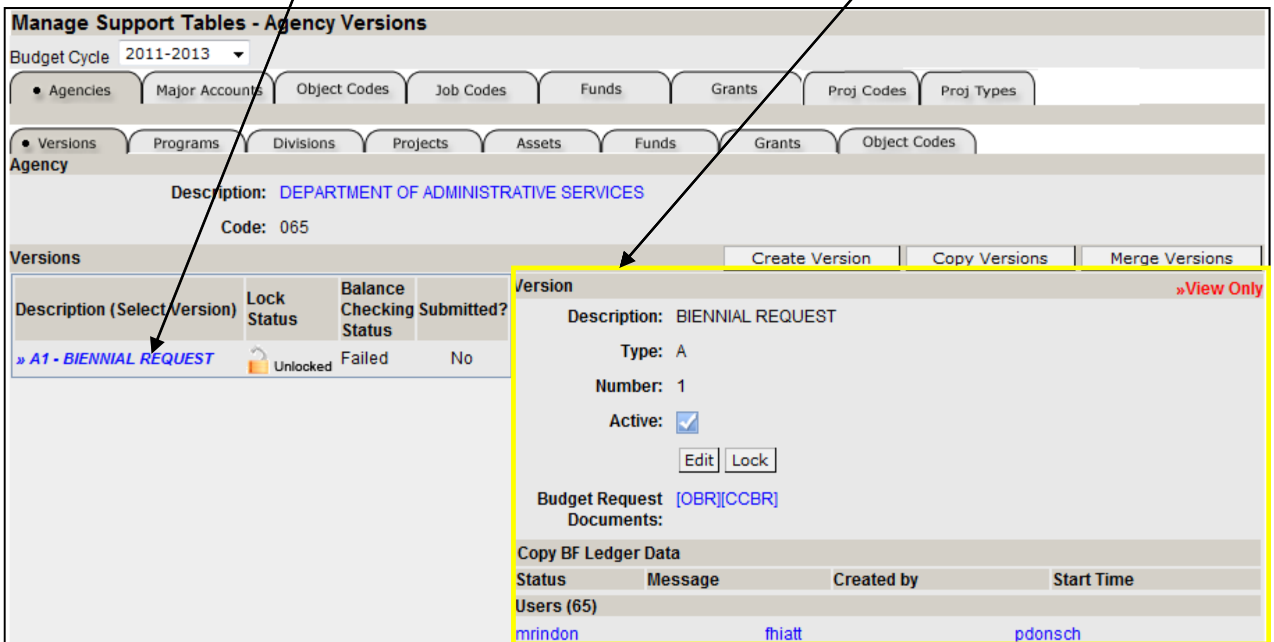
- ***Agency** section* has general information about the agency. This information will be used in reports. Changes to this section can be made by the State Budget Division only.
- ***Users** section* shows all users that have been granted access to the agency.
  - By pointing the mouse over a user ID, the user's full name can be seen.
  - Clicking on the ID takes the Agency Administrator to the Security screen for that user.

Versions

This tab contains information about the version(s) setup for the agency. New Versions can be created, data can be copied or merged to a different version, and a Version can be locked or unlocked.

Specific Version

- Click on a specific Version in the Description (Select Version) column. The Version section as shown below will be displayed.



i. Click Edit to change the description of the Version or change the active status.
   - If the Version has transactions, it may not be made inactive.

ii. Note the **Lock Status**, **Balance Checking Status,** and if the version has been **Submitted**. The Version's Balance Checking Status must indicate "Passed" before the Version can be submitted as the agency's final request.

iii. Click Lock or Un-Lock to change the Lock status of the Version.
   - A Version that has been submitted may only be unlocked by the State Budget Division.

iv. Click on **[OBR]** or **[CCBR]** to see the final budget request documents.
   - These links will only work once the final budget request document has been prepared.

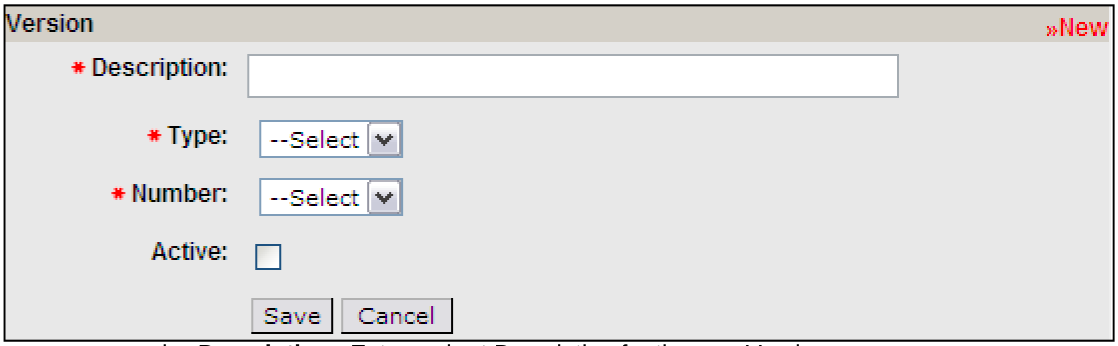
v. All users that have been granted access to the Version will be shown.
   - By pointing the mouse over a user ID, the user's full name can be seen.
   - Clicking on the ID takes the Agency Administrator to the Security screen for that user.

Create Version

Allows creation of a new Version. When a Version is created, the User who created the Version will automatically have the new Version assigned to him or her.

- NOTE: A Version MUST be created before the **Copy** and **Merge** Version functionality will work.
- In order for other Users to utilize the Version, they must be given access by the Agency Administrator under Security.

- Clicking on Create Version will cause a new section to appear on the screen.



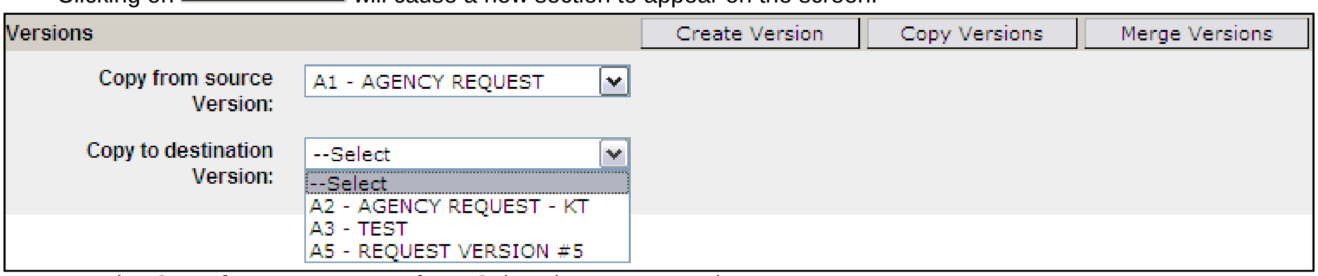
i. **Description**: Enter a short Description for the new Version.
ii. **Type**: Select ‘A’.
iii. **Number**: Select a number for the Version. Up to 9 Versions may be created.
iv. **Active**: Check the box to make the Version available to be selected.

- Click Save to commit the new Version to the database.

Copy Version

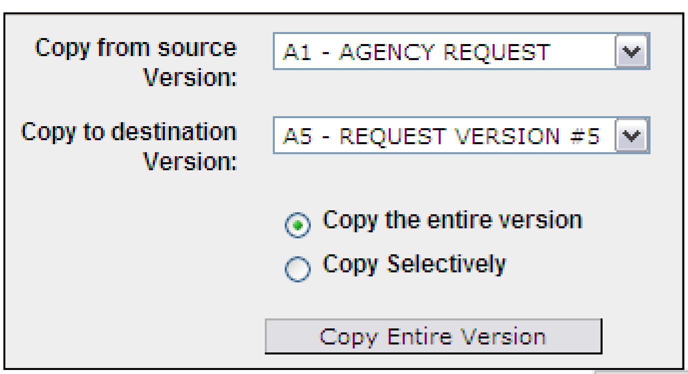
Data copied will overwrite existing data on the destination Version. This will cause data loss. Use Merge functionality to preserve data on the destination Version.

- Clicking on Copy Versions will cause a new section to appear on the screen.



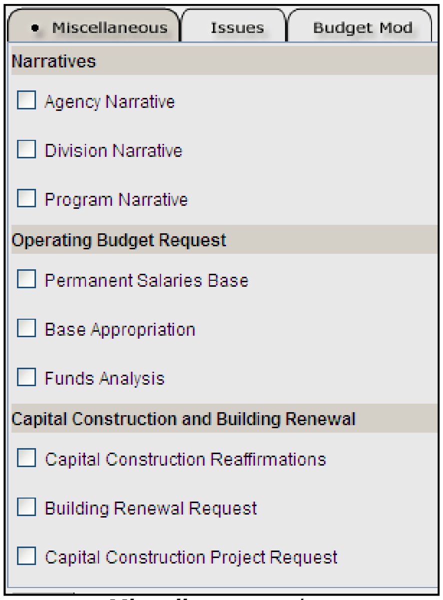
i. **Copy from source Version:** Select the source Version.
ii. **Copy to destination Version:** Select destination Version.
   - Only Versions currently assigned will appear.
   - Locked Version will not appear on the list.

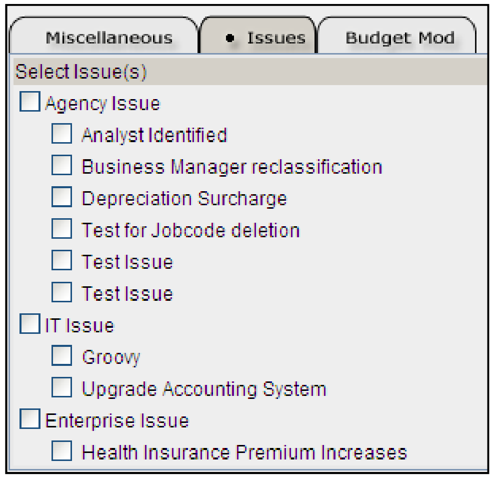
- After selecting the destination Version, there will be two options: *Copy the entire Version* and *Copy Selectively*.

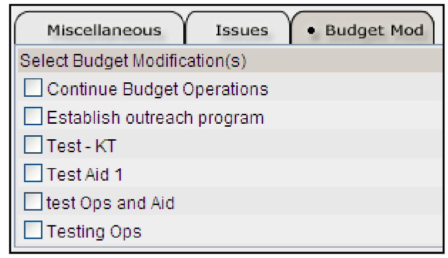


- Selecting ***Copy the entire Version*** and clicking on Copy Entire Version will copy the entire Version to the destination Version.

- Selecting ***Copy Selectively*** will cause a new section to appear on the screen.







Miscellaneous *tab*

i. Click the individual check boxes to select the elements to be copied.

Issues *tab* – selections are allowed for:

i. All Issues of a specific type to be copied by checking the Issue Type name.
ii. A specific Issue to be copied by checking that Issue Name.
iii. Multiple Issues to copy.

Budget Mod *tab* – selections are allowed for:

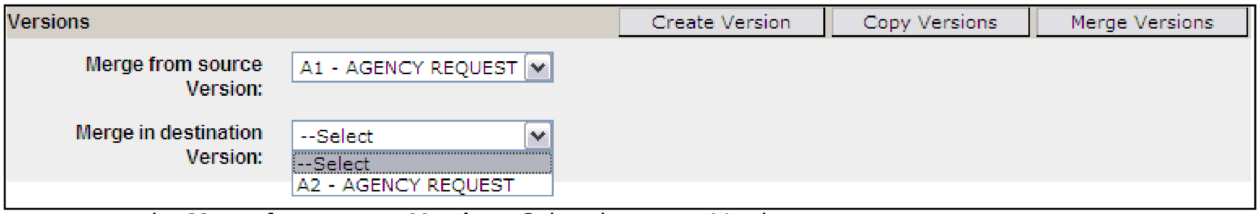
i. Select any specific Modification to be copied by checking that Modification Name.
ii. Under each tab, check the information to be copied to the destination Version.
iii. Multiple modifications may be selected to be copy.

- Clicking on Copy will copy the selected item(s) to the destination Version.

Merge Version

Merging a Version will not overwrite existing data on the destination Version. Data will be added to the destination Version.

- Clicking on Merge Versions will cause a new section to appear on the screen.



i. **Merge from source Version:** Select the source Version.
ii. **Merge to destination Version:** Select the destination Version. Locked Versions will not appear on the list.

After selecting the destination Version, the following tabs will be shown on the screen.

- **Issues:** Lists all Issues, by Issue type.
- **Budget Mod:** Lists all Budget Modifications
- **CC Reaffirmations:** Lists all Reaffirmation Projects.
- **CC Building Renewals:** Lists all Building Renewal Projects.
- **CC Project Requests:** Lists all Capital Construction Projects.

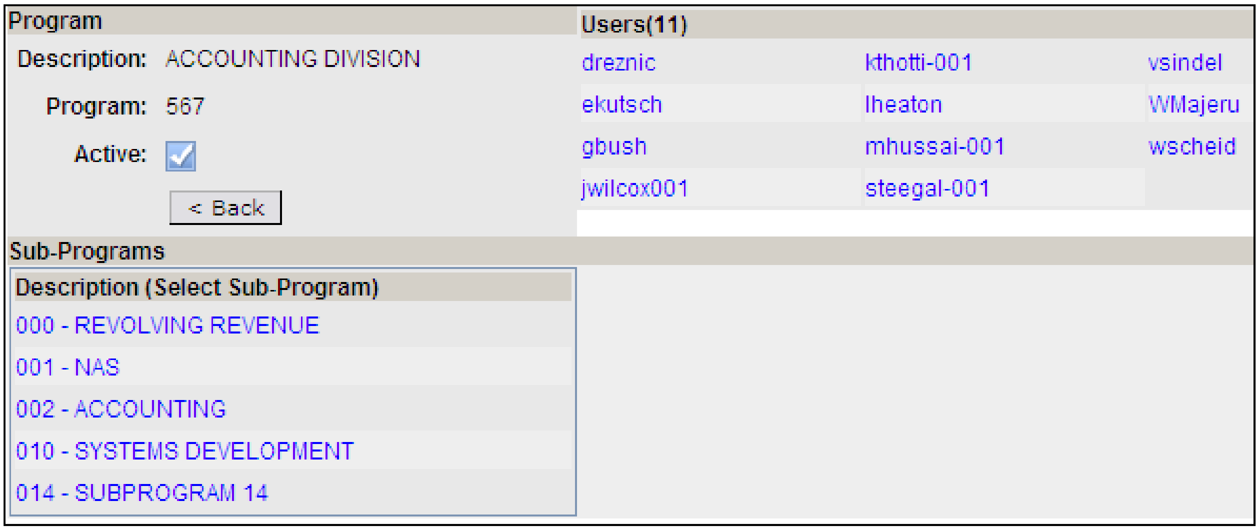
- After selecting the desired tab, select one or more items in the list.
- Click on Merge. This will Merge the selected item(s) to the destination Version.
- NOTE: All checked items on all tabs will be merged when the Merge button is clicked.

Programs

This tab contains information about the **Program(s)** setup for the agency. A user can review the information for the **Program** and what **Subprogram(s)** are assigned to each **Program**. Additionally, the Agency Administrator may change the description of a **Subprogram**.

Specific Program

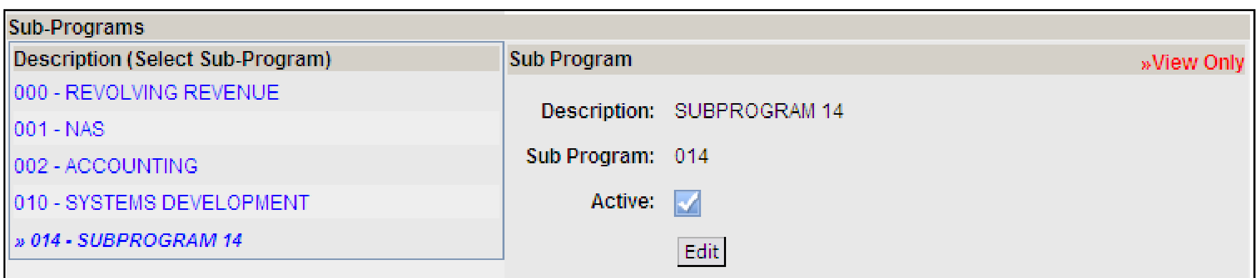
Clicking on a specific **Program** will cause a new section to appear on the screen.



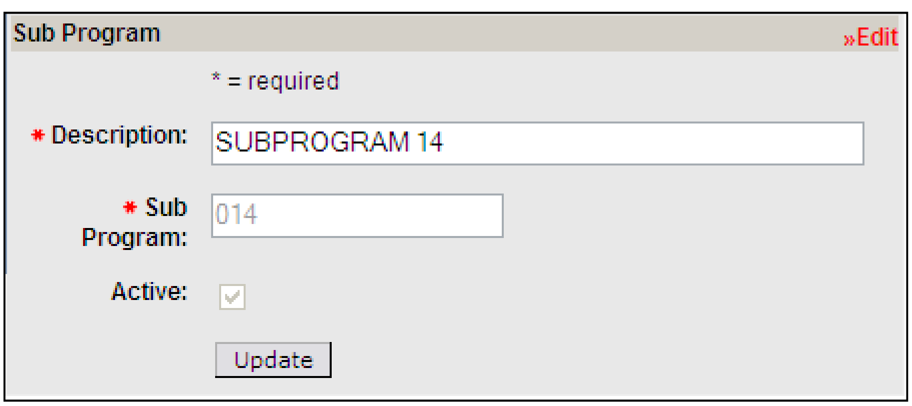
- A list of users currently assigned to the **Program** is shown.
- A list of **Subprograms** is provided.
- Clicking on < Back will return the user to the **Program** selection screen.

Specific Subprogram

Clicking on a specific **Subprogram** will cause a new section to appear on the screen.

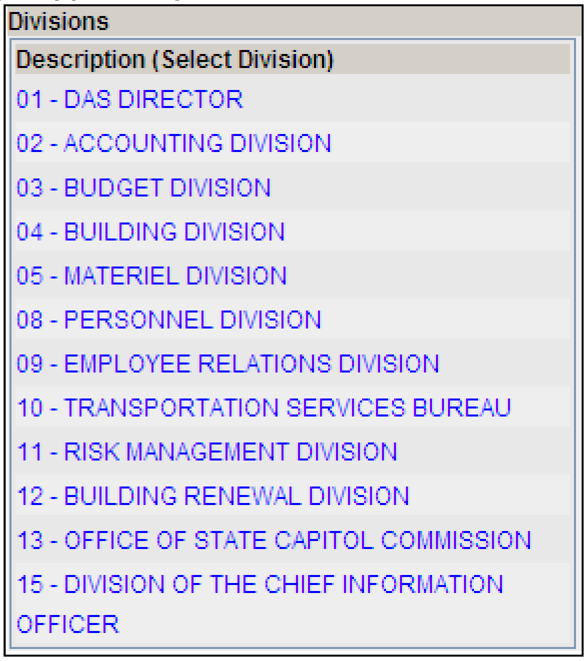


- Clicking on Edit will allow the user to update Subprogram description.
- Only the Description may be changed.
- Clicking on Update will save any changes and return user to ***View Only*** mode.



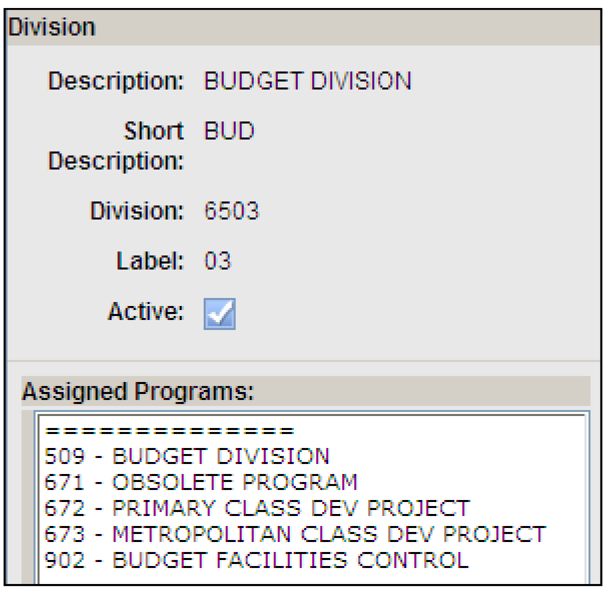
Divisions

This tab contains information about the **Division(s)** setup for the agency. A user can review the information for the **Division** and what **Program(s)** are assigned to that **Division**.



Specific Division

Clicking on a specific **Division** will cause a new section to appear on the screen.



- No information can be changed on this screen. If any changes need to be made to the ***Assigned Programs***, contact your agency Budget Analyst.

Projects

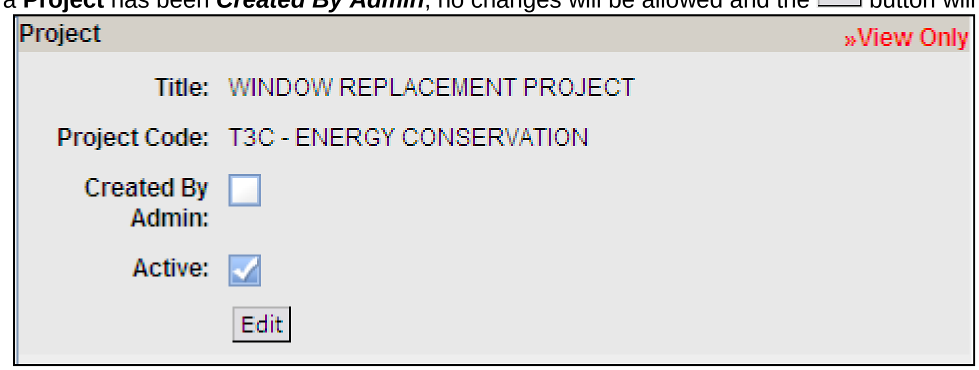
This tab contains information about the **Building Renewal Projects** setup for the agency. There are a number of predefined **Projects** identified by the 309 Task Force. Additionally, an agency can create **Projects** that are usable for the Agency. A User can update the Project Information if needed.

Title	Created By Admin
ADA ENTRY UPGRADE	✓
ADA MODIFICATIONS	✓
ADA RESTROOM UPGRADE	✓
DOORS/HARDWARE UPGRADE	✓
ELECTRICAL UPGRADE	✓
ELEVATOR UPGRADE/ADA	✓
EMERGENCY GENERATOR	✓
FASCIA/SOFFIT REPAIR/REPLACE	✓
FIRE ALARM UPGRADE	✓
FOUNDATION REPAIR/UPGRADE	✓
HVAC STUDY	✓
MASONRY REPAIRS	✓
ROOF DRAINAGE UPGRADE	✓
ROOF REPAIR/REPLACE	✓
STRUCTURAL STUDY	✓
STRUCTURAL UPGRADE	✓
SWITCHGEAR REPAIR/REPLACE	✓
TUNNEL REPAIR/REPLACE	✓
WINDOW REPAIR/REPLACE	✓

Specific Project

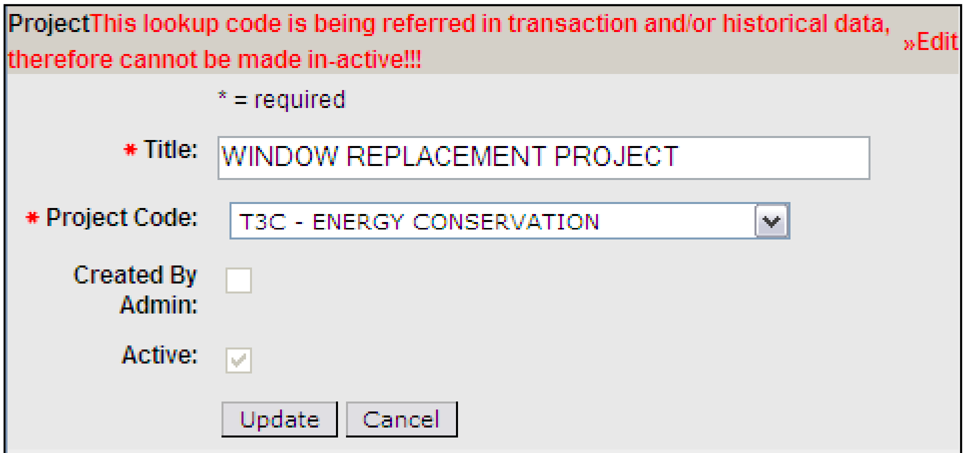
Clicking on a specific **Project** will cause a new section to appear on the screen.

- If a **Project** has been ***Created By Admin***, no changes will be allowed and the Edit button will not appear.



Agency Created Project

- For a **Project** created by the Agency on the Building Renewal Projects screen, the Agency Administrator may update ***Title*** and ***Project Code*** fields.
- If there is no transactional data associated with the **Project**, user may also change the Active flag.
- Clicking on Edit will allow the user to update.



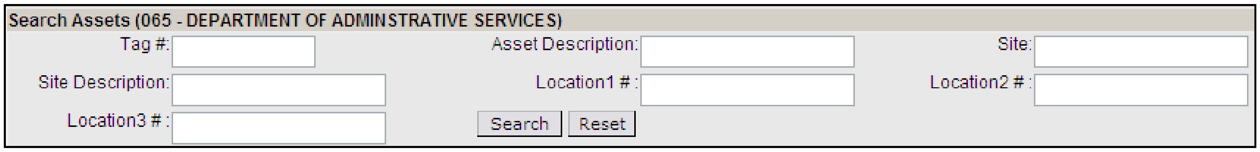
- Clicking on Update will save any changes and return user to ***View Only*** mode.
- Clicking on Cancel will not save any changes and return user to ***View Only*** mode.

Agency Administrator Instructions

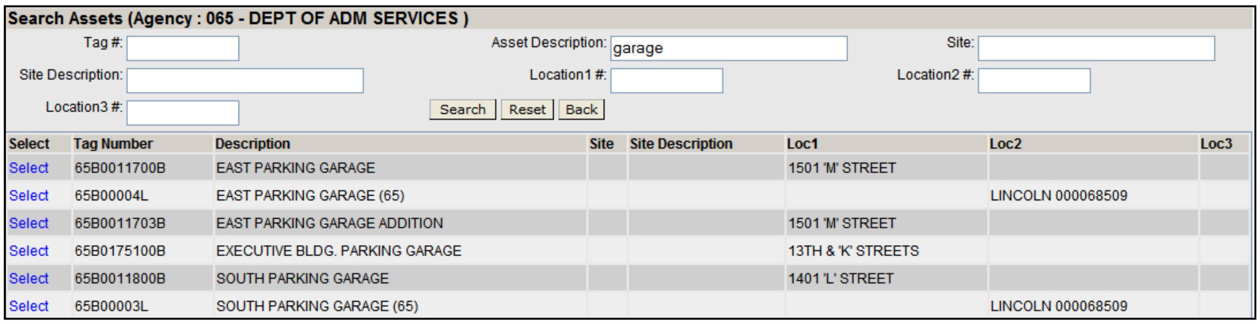
Assets

This tab allows the user to search for an **Asset** assigned to the Agency.

- An Asset is a Building or Land in the state inventory from the NIS system at the start of the budget cycle.
- Asset is used in the **Building Renewal Project** and **Capital Construction Project Request** screens.



- User may enter criteria to search in any of the available fields such as Tag#, Asset Description, Site, etc.
- Click Search to find the Asset you wish to identify from the search results

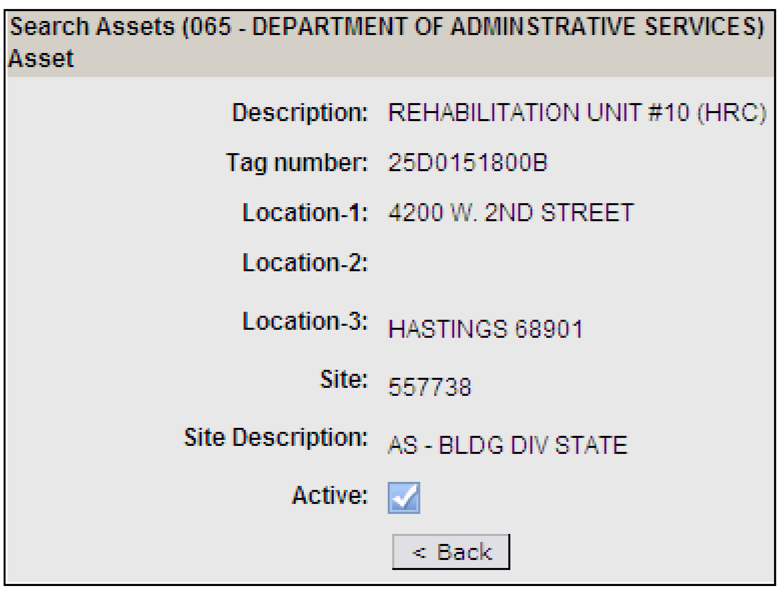


Select	Tag Number	Description	Site	Site Description	Loc1	Loc2	Loc3
Select	65B0011700B	EAST PARKING GARAGE			1501 'M' STREET		
Select	65B00004L	EAST PARKING GARAGE (65)				LINCOLN 000068509	
Select	65B0011703B	EAST PARKING GARAGE ADDITION			1501 'M' STREET		
Select	65B0175100B	EXECUTIVE BLDG. PARKING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

Specific Asset

Clicking on a specific **Asset** (Tag Number) will cause a new section to appear on the screen.

- No information may be changed. If a change is needed, contact your Administrative Services State Budget Division analyst.
- Clicking on < Back will return the user to the previous screen.



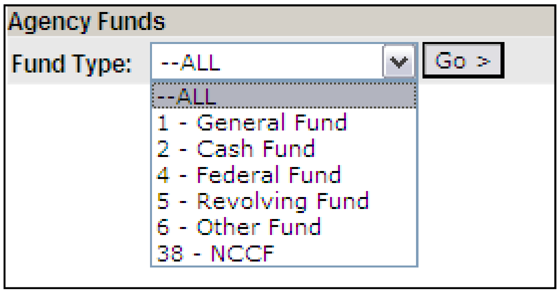
Funds

This informational screen contains details about what funds will require a Funds Analysis to be completed by the agency. Only funds that are identified as a parent fund in the higher level Funds support table will need have the Funds Analysis completed. A parent fund is a fund that does not have a fund assigned as a parent. All data from child funds will be rolled up to the parent fund on the Funds Analysis screen.

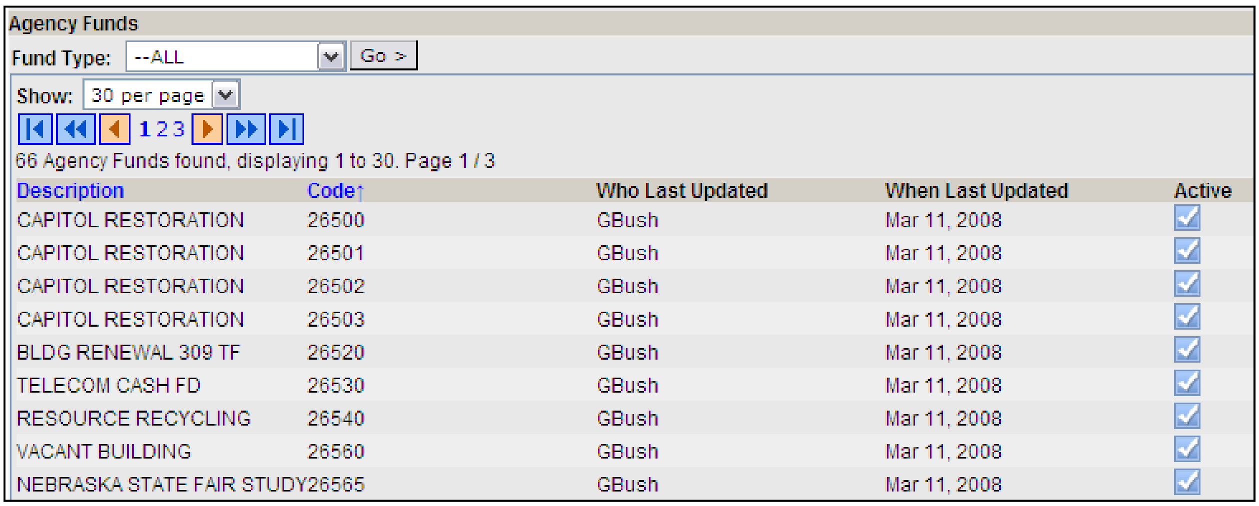
Agency Funds

Select the fund type to display from the dropdown and click GO >.

- Select **--All** to show all funds.



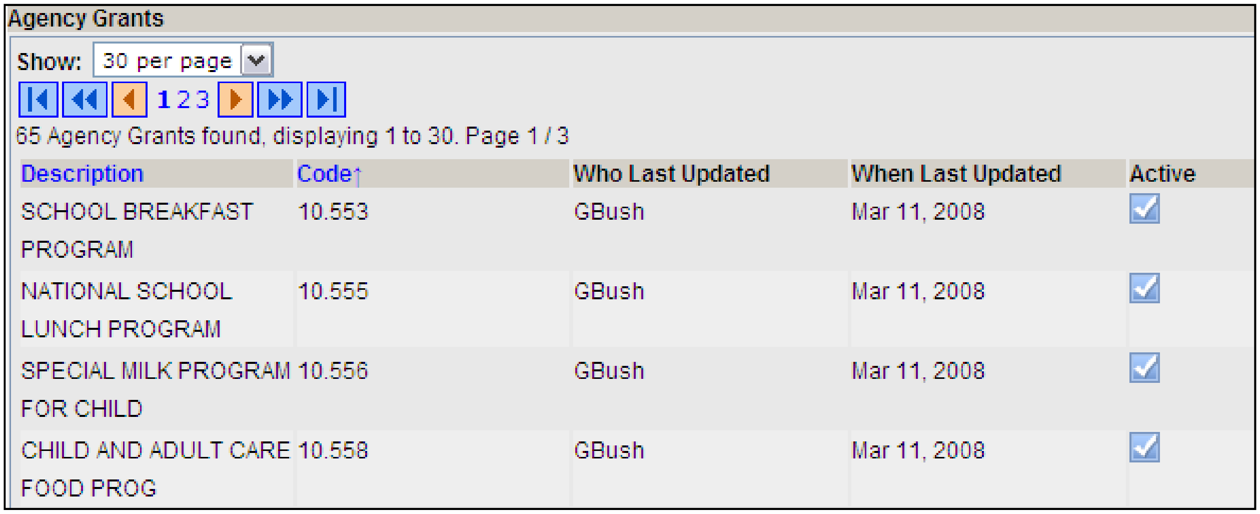
- Once selected, the screen will display the funds.



- User may change how many lines are displayed by select 30, 60 or 90 per page.
- User may sort by Description or by Code in either ascending or descending order.

Grants

This tab contains information on Fund 40000 - Federal Letter of Credit grants managed by the agency that will require a Funds Analysis expenditure information to be completed. This screen is informational only and no changes can be made. Contact the assigned State Budget Division budget analyst if changes need to be made.



Agency Grants

Show: 30 per page

1 2 3

65 Agency Grants found, displaying 1 to 30. Page 1 / 3

Description	Code↑	Who Last Updated	When Last Updated	Active
SCHOOL BREAKFAST PROGRAM	10.553	GBush	Mar 11, 2008	☑
NATIONAL SCHOOL LUNCH PROGRAM	10.555	GBush	Mar 11, 2008	☑
SPECIAL MILK PROGRAM FOR CHILD	10.556	GBush	Mar 11, 2008	☑
CHILD AND ADULT CARE FOOD PROG	10.558	GBush	Mar 11, 2008	☑

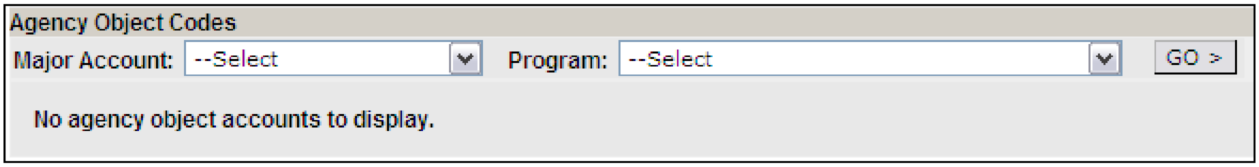
- User may change how many lines are displayed by select 30, 60 or 90 per page.
- User may sort by Description or by Code in either ascending or descending order.

Object Codes

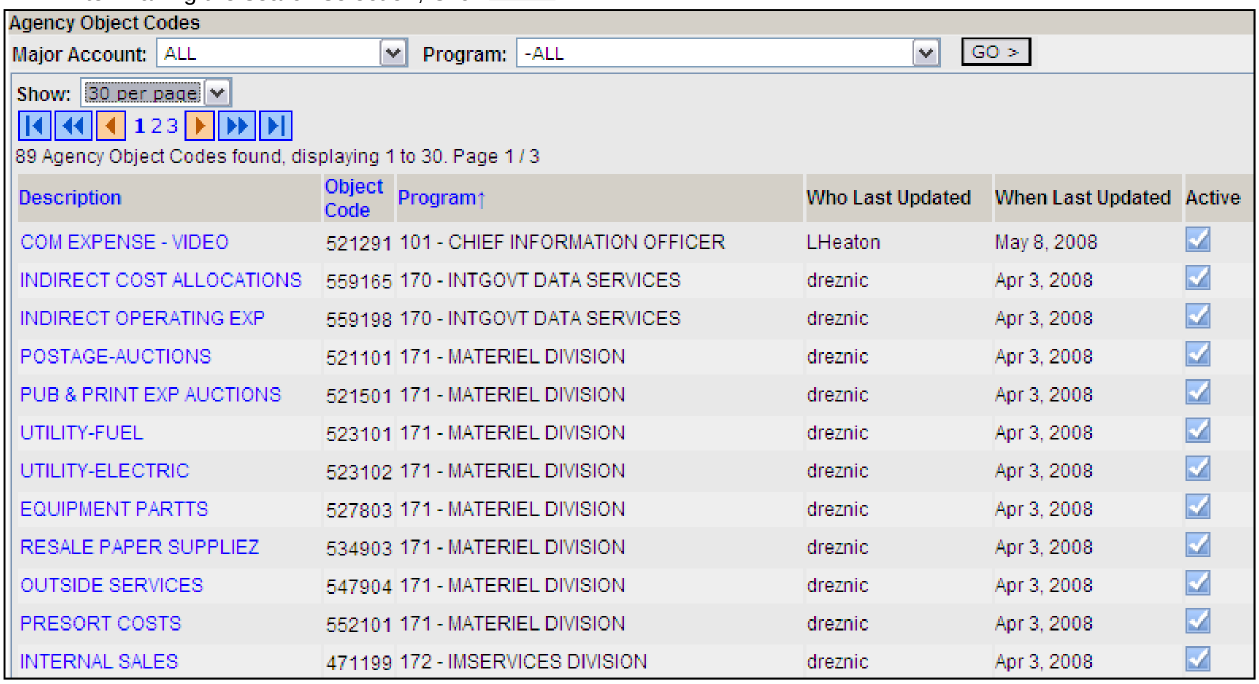
This tab contains information about the unique program-level object codes that an agency has setup in NIS (typically ending in something other than "00"). These codes are known in the NBRRS as **Agency Object Codes**. Once setup by the State Budget Division, the agency may change the description of an **Agency Object Code**.

Agency Object Code

After selecting the Object Codes tab, the user will be asked to select the **Major Account** and **Program** to display.

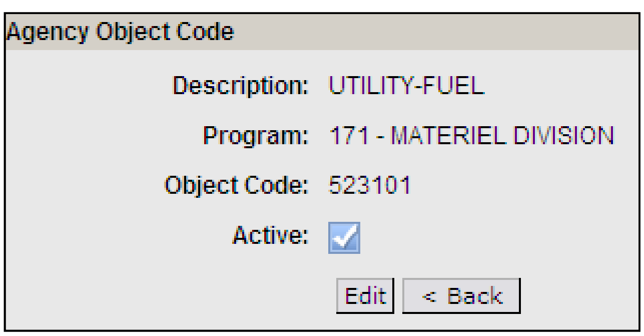


- User may select ALL for both.
- To narrow the search, be more specific on the **Major Account** and/or **Program**.
- After making the search selection, Click GO >.

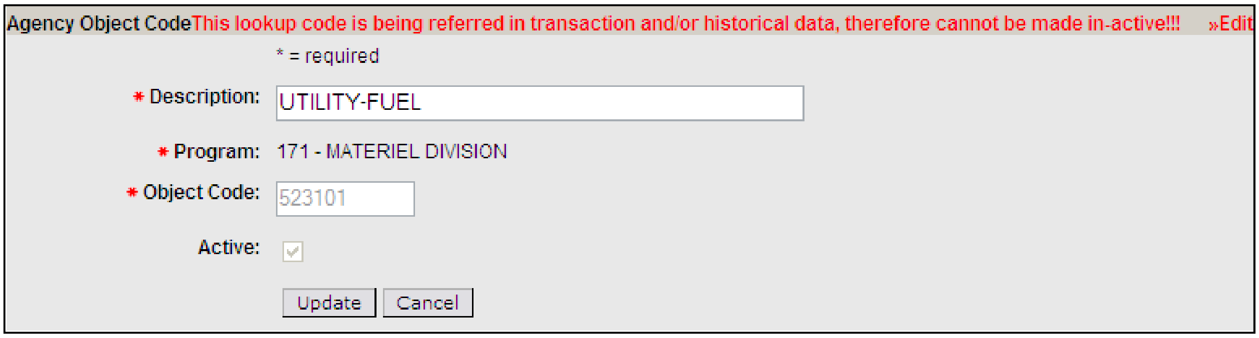


Description	Object Code	Program↑	Who Last Updated	When Last Updated	Active
COM EXPENSE - VIDEO	521291	101 - CHIEF INFORMATION OFFICER	LHeaton	May 8, 2008	✓
INDIRECT COST ALLOCATIONS	559165	170 - INTGOVT DATA SERVICES	dreznic	Apr 3, 2008	✓
INDIRECT OPERATING EXP	559198	170 - INTGOVT DATA SERVICES	dreznic	Apr 3, 2008	✓
POSTAGE-AUCTIONS	521101	171 - MATERIEL DIVISION	dreznic	Apr 3, 2008	✓
PUB & PRINT EXP AUCTIONS	521501	171 - MATERIEL DIVISION	dreznic	Apr 3, 2008	✓
UTILITY-FUEL	523101	171 - MATERIEL DIVISION	dreznic	Apr 3, 2008	✓
UTILITY-ELECTRIC	523102	171 - MATERIEL DIVISION	dreznic	Apr 3, 2008	✓
EQUIPMENT PARTTS	527803	171 - MATERIEL DIVISION	dreznic	Apr 3, 2008	✓
RESALE PAPER SUPPLIEZ	534903	171 - MATERIEL DIVISION	dreznic	Apr 3, 2008	✓
OUTSIDE SERVICES	547904	171 - MATERIEL DIVISION	dreznic	Apr 3, 2008	✓
PRESORT COSTS	552101	171 - MATERIEL DIVISION	dreznic	Apr 3, 2008	✓
INTERNAL SALES	471199	172 - IMSERVICES DIVISION	dreznic	Apr 3, 2008	✓

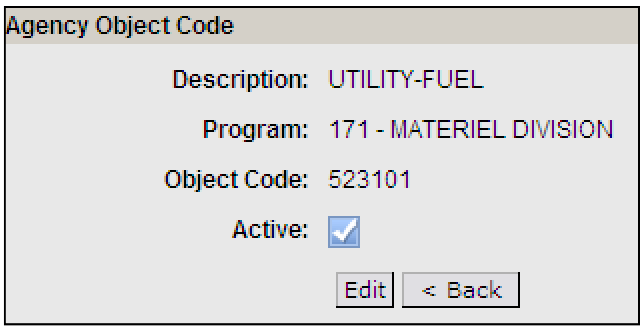
- To change the Description for a specific Code and Program, click on the description.
- A new screen will appear:



- Click Edit.

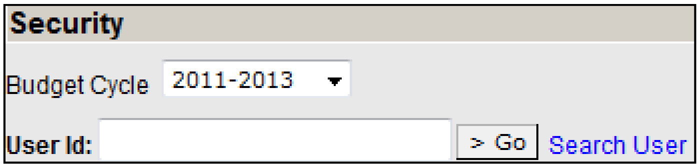


- User may make changes as needed to the Description field only, but any change should continue to reflect a relationship to the standard object code sharing the same first four numbers (i.e. “523100” in the example above).
- Clicking on Update will save any changes and return user to ***View Only*** mode.
- Clicking on Cancel will not save any changes and return user to ***View Only*** mode.
- Clicking on < Back will return the user to the previous screen.



Security

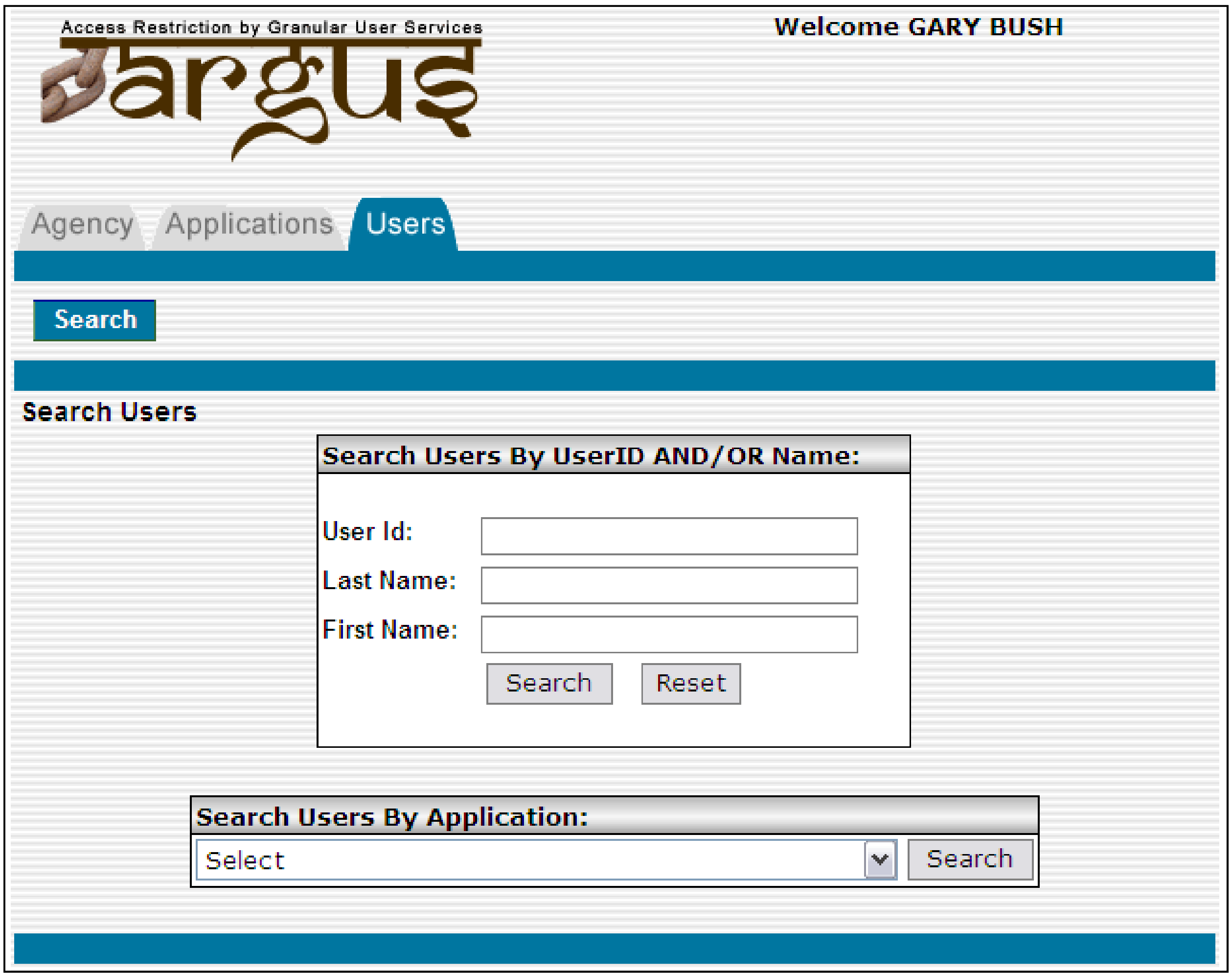
Security allows an Agency Administrator to assign other users to Agencies, Programs and Versions.
NOTE: Only Agencies, Programs and Versions currently assigned to the Agency Administrator can be assigned to other users.



Searching for a User

If the User ID is not known, the Agency Administrator may perform a search.

- Click on Search User to open a new window.
  - ➤ This database is maintained by the Office of the CIO. Any changes to it should be addressed to them.



- Enter search criteria.
  - Note: Partial names will expand the search results.

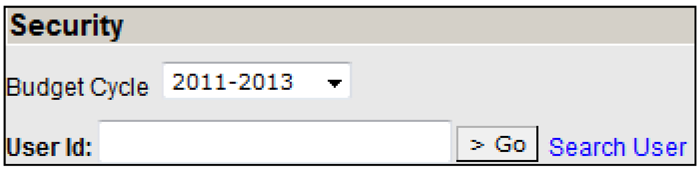
- Click on Search to search and display the results

#	User ID	Last Name	First Name	Phone Number	Email	Agency Name	Company Name
1	ABush	BUSH	AARON			UNKNOWN	
2	ABush003	BUSH	AARON			College System, Nebraska State	
3	BBushaw	BUSHAW	BART	402 595-3012	bart.bushaw@nebraska.gov	Labor, Department of	
4	DBush	BUSH	DAVID			UNKNOWN	
5	GBush	BUSH	GARY	402 471-4161	gary.bush@nebraska.gov	Budget Division	
6	JBush	BUSH	JAMES	402 223-6845	james.bush@dhhs.ne.gov	Health and Human Services	
7	KBush	BUSH	KELLY			College System, Nebraska State	
8	LBush	BUSH	LYNN	402 479-5421	lynn.bush@dhhs.ne.gov	Health and Human Services	
9	MBushue	BUSHUEV	MAXIM			College System, Nebraska State	

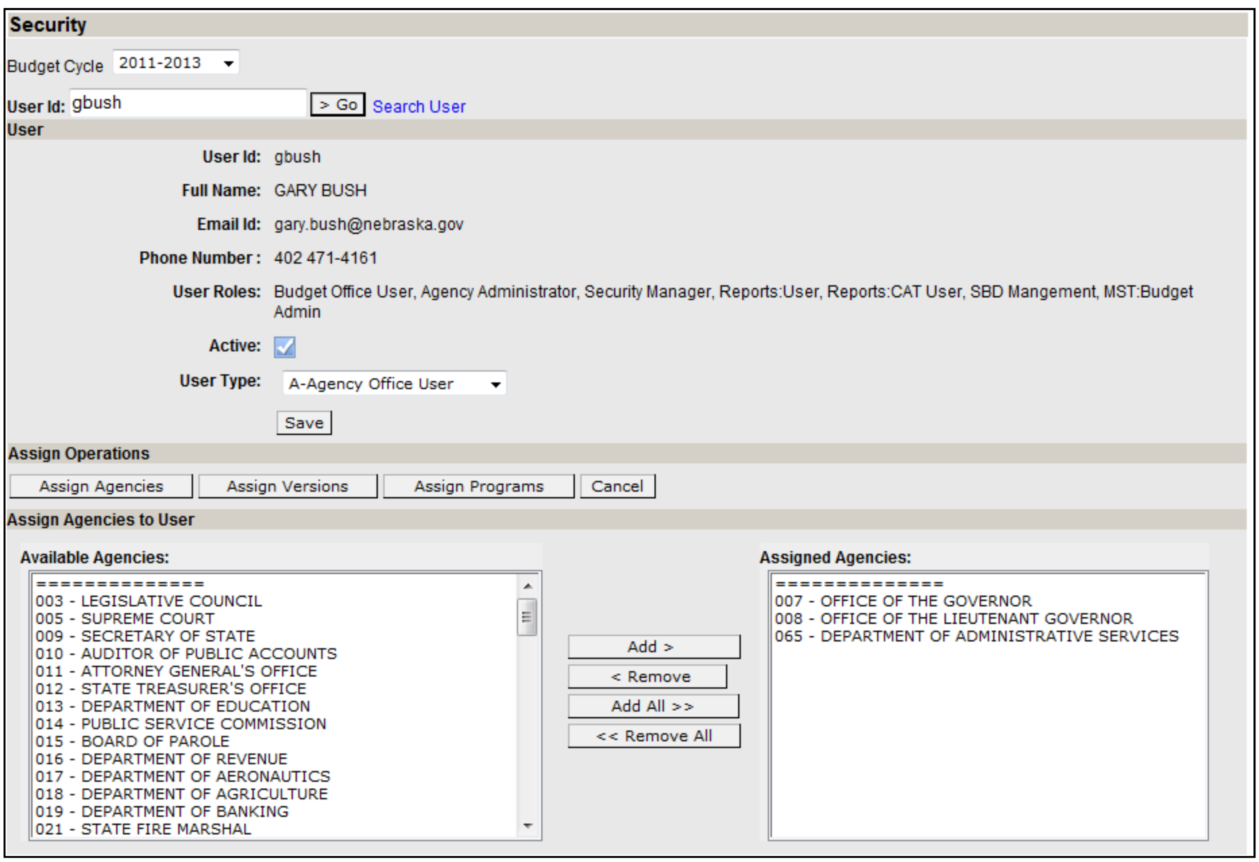
- Note User ID and close the window.
- Proceed with **Working with a User ID.**

Working with a User ID

Entering a known User ID allows the Agency Administrator to assign other users to Agencies, Programs and Versions.



- Select **Budget Cycle**: The default will be the current budget cycle.



- Enter **User ID**.
- Clicking GO > will update the screen with additional information.
- Various information is listed that includes User ID, Full Name, Email, Phone Number, User Roles assigned, if the user is currently active, and the User Type.
- The User Type must be set before any assignments can be made.
- Select **A – Agency Office User** and click Save.

Agency Administrator Instructions

Assigning to a User ID

Screen layout is similar for all 3 areas: Agencies, Versions, and Programs.

- A box on the left will list ***Available Options*** that the Agency Administrator has assigned.
- A box on the right will list ***Assigned Options*** to the user ID.
- An agency must first be assigned before a **Version** and/or **Program** can be assigned.

- The following buttons have the following actions on all screens:

Add >	Add selected item on left box to User ID.
< Remove	Remove selected item on the right box from the User ID.
Add All >>	Add all options on the left box to the User ID.
<< Remove All	Remove all items on the right box from the User ID.

- Click Assign Agencies to assign an Agency to a User ID.
- Click Assign Versions to assign a Version to a User ID.
- Click Assign Programs to assign a Program to a User ID.

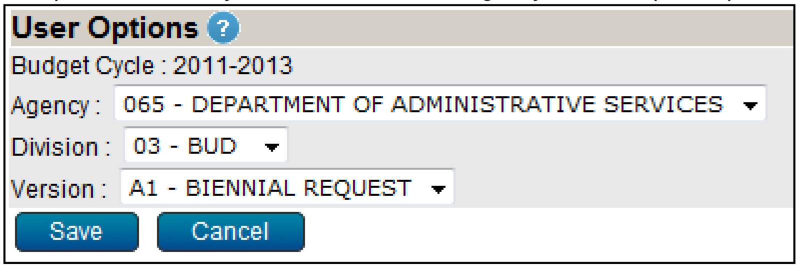
Caution:

If an Agency Administrator removes access on themselves, only another Agency Administrator or the State Budget Division can assign the access back.

Agency Administrator Instructions

User Options

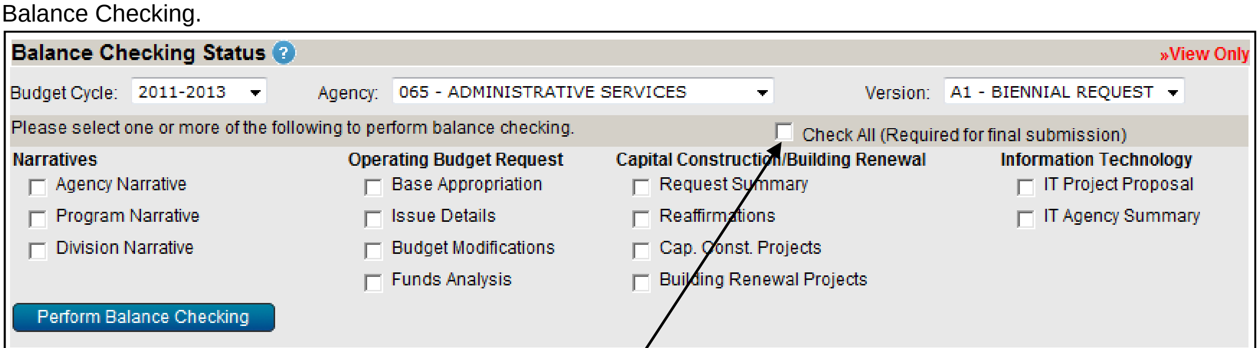
User Options allows any User to set a default Agency, Division (if used), and / or Version.



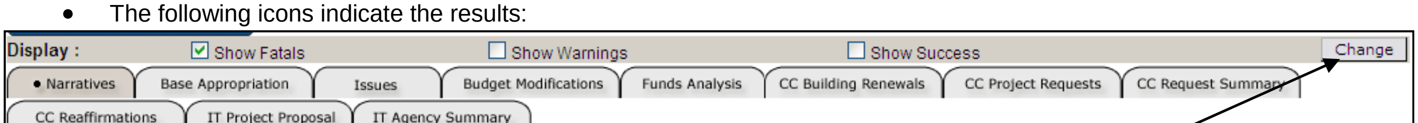
- Select Agency from a list of Agencies assigned.
- Select Division, if applicable.
- Select Version from list of Versions assigned.
- Click Save.

Balance Checking

Allows user to initiate the Balance Checking routines to verify the data entered for a specific Version. These routines will check to ensure that a version is complete before it is submitted. Before an Agency can submit their budget request, it must pass Balance Checking.



- Select Agency and Version as needed.
- Select specific areas of the budget request.
- To have all areas checked, select Check All (Required for final submission).
  - This must be done for final submission of the budget request.
- Click Perform Balance Checking to start Balance Checking routines. Once completed, the screen will update with new information.
- NOTE: **Global Status** indicates if the Version has passed Balance Checking.
- The following icons indicate the results:



  - **Fatal.** Corrective action required.
  - **Passed.** No further action required.
  - **Warning.** No Corrective action required but review of item should be completed prior to submission.
- Select tabs to see results.
- By default, results are limited to Fatal results. The user may expand or limit results by selecting **Show Fatals**, **Show Warnings**, or **Show Success** and clicking on Change.

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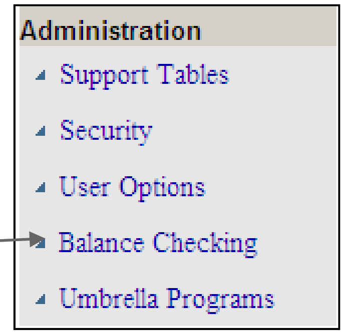
Submitting Agency Budget Request Instructions

Purpose

➤ Provide directions to the Agency Administrator on how to submit an agency's request.



Getting Started

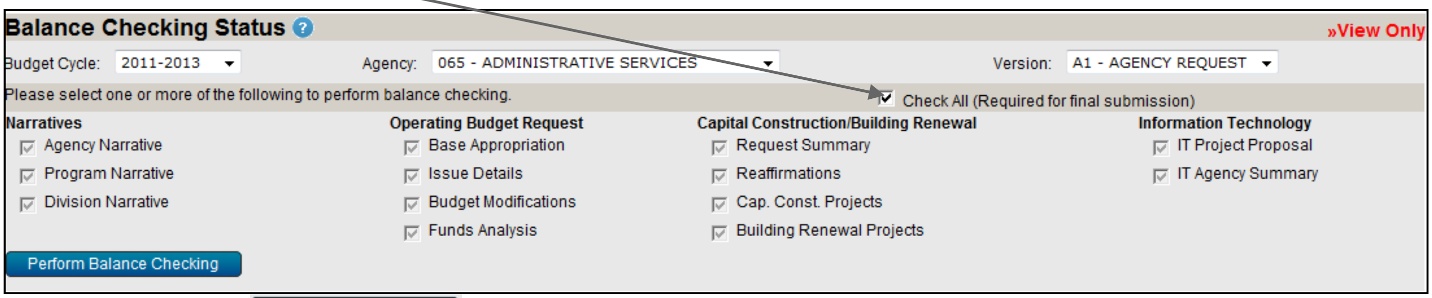
The process for submitting an agency's budget has two steps:

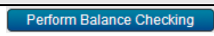
1. Verify that the request passes all balance checking and edits as defined.
2. Submit the request in the system.

Verify the Request

On the left-margin menu, under "**Administration**", click "**Balance Checking**".

- ***Budget Cycle*** defaults to the current cycle.
- Select ***Agency*** and ***Version*** from the options that have been assigned to you.
- Select **Check All**.



- Click on 

to initiate the balance checking process.

Once complete, the screen will update and look similar to this:

Note: **Global Status** must have a green checkmark . If a red 'X' icon  appears then all fatal conditions must be resolved before the version can be submitted.

- Click on each tab to see the results of the specific area. All  must be resolved for the **Global Status** to turn green.

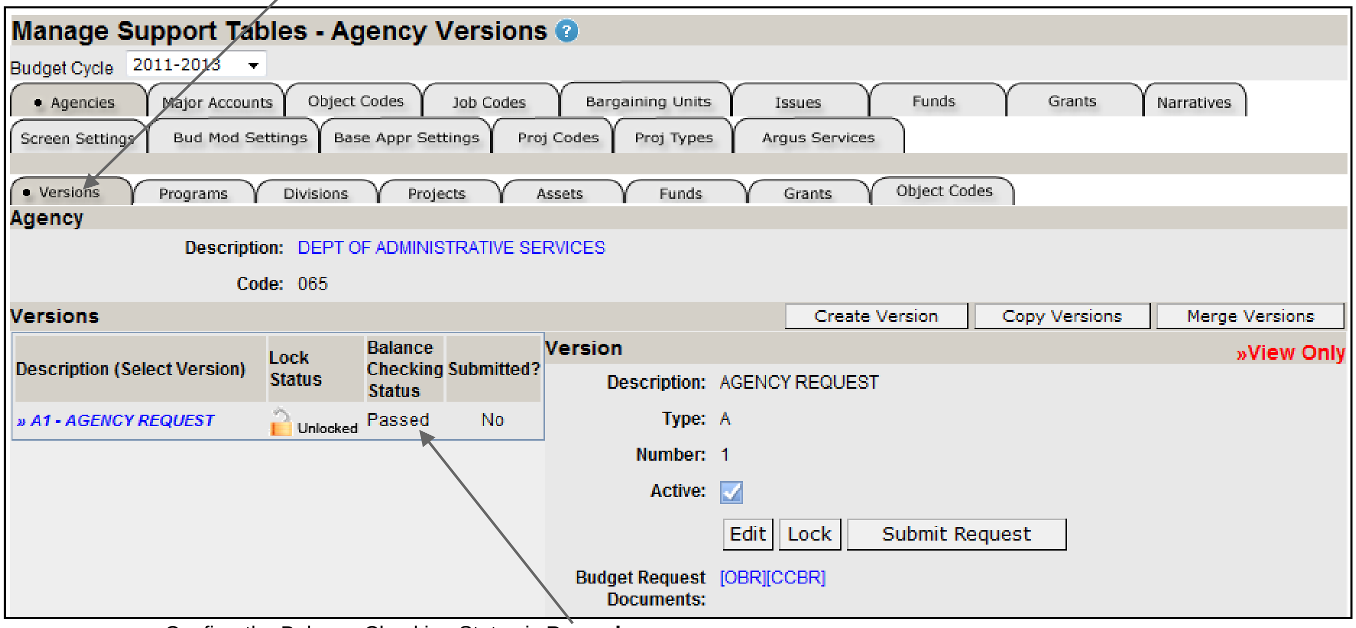
v1.0

Submitting Agency Budget Request Instructions

Submit the Request

On the left-margin menu, under the Administration section, click "**Support Tables**".

- Select your ***Agency***.
- Click on the ***Versions*** tab.
- Click on the version to be submitted under the Description (Select Version) column.



- Confirm the Balance Checking Status is **Passed**.
- Click on Submit Request .
- Once the system has completed the process, the version will be shown as **Submitted**.

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Appendices

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PROJECTED RATES

Department of Administrative Services, Office of the Chief Information Officer, Department of Aeronautics, and other projected rates are attached to the budget instructions to assist state agencies, boards and commissions in determining their operating costs and preparing budget requests.

Department of Administrative Services and Office of the Chief Information Officer have scrutinized the cost of providing services to state agencies, boards and commissions. 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 rates identified in these instructions. However, the possibility exists for reductions or increases to these rates based on cost changes or market factors.

These rates represent information to assist state agencies, boards and commissions in determining the cost of achieving its goals and objectives.

Account 511100 **Permanent Salaries:**

This line should reflect a consolidation of all expenditures for salaries and leave. State agencies, boards and commissions should request no general increase for FY 2012 or FY 2013. The Governor and Legislature will determine appropriation levels during the budget process that will take into consideration any agreements reached during the collective bargaining process.

Account 515100 **Retirement:**

All permanent, full-time employees are eligible for participation in the State Retirement Plan upon hire.

Contribution Rate:

The employer contribution rate is 7.5% of annual compensation for permanent, full-time employees. Contributions begin immediately upon hire.

	FY 2011	FY 2012	FY 2013
Contribution Rate	7.50%	7.50%	7.50%

Account 515200 **FICA:**

FICA expense is calculated 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.

	FY 2011	FY 2012	FY 2013
FICA Maximum Wage	$ 106,800	$ 114,900	$ 119,400
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 fiscal year basis and should be computed by multiplying the rate below by the number of permanent FTE employees enrolled in the life insurance program.

FY 2011	FY 2012	FY 2013
$ 22.80	$ 22.80	$ 22.80

Account 515500 **Health Insurance:**

Health insurance should be computed based on current rates and plan selections. It is anticipated that health care costs will change in the next biennium. The Governor and the Legislature will determine appropriation levels that will take into consideration health insurance plan changes and cost estimates for the future fiscal years.

Account 516300 **Employee Assistance Program:**

The Employee Assistance Program is an optional program. State agencies, boards and commissions pay an annual fee per employee to participate in the program. The fee per employee is:

FY 2011	FY 2012	FY 2013
$ 15.00	$ 15.00	$ 15.00

Account 516400 **Unemployment Compensation:**

Calculate Unemployment Compensation based on past expenditures and anticipated expenditures only.

Account 516500 **Workers' Compensation Assessment:**

The workers' compensation assessment for FY 2011, FY 2012 and FY 2013 is outlined in the following table. Please direct your questions to the Division of Risk Management at 471-2551.

Agency	Agency Name	FY 2011	FY 2012	FY 2013
003	Legislative Council	$108,451	$102,900	$102,900
005	Supreme Court	418,785	379,260	379,260
007	Governor/PRO	11,542	9,567	9,567
008	Lieutenant Governor	964	826	826
009	Secretary of State	15,907	14,494	14,494
010	Auditor of Public Accounts	20,366	23,745	23,745
011	Attorney General	50,245	49,016	49,016
012	State Treasurer	24,544	20,887	20,887
013	Dept. of Education	222,051	214,083	214,083
014	Public Service Commission	25,023	22,797	22,797
015	Board of Pardons	5,063	4,713	4,713
016	Dept. of Revenue	183,511	170,923	170,923
017	Dept. of Aeronautics	11,522	11,132	11,132
018	Dept. of Agriculture	74,191	65,629	65,629
019	Dept. of Banking	32,620	31,609	31,609
021	State Fire Marshal	32,601	32,118	32,118
022	Dept. of Insurance	49,959	47,700	47,700
023	Dept. of Labor	174,285	148,786	148,786
024	Dept. of Motor Vehicles	69,052	64,875	64,875
025	DHHS	3,821,238	3,579,814	3,579,814
027	Dept. of Roads	1,689,460	1,576,500	1,576,500
028	Dept. of Veterans' Affairs	4,734	4,628	4,628
029	Dept. of Natural Resources	48,091	44,603	44,603
030	Nebraska Electrical Board	7,028	7,255	7,255
031	Military Department	69,561	59,496	59,496
032	Educational Lands & Funds	14,442	14,084	14,084
033	Game & Parks Commission	347,969	346,600	346,600
034	Library Commission	17,424	15,102	15,102
035	Liquor Control Commission	4,932	4,294	4,294
036	State Racing Commission	3,769	3,267	3,267
037	Workers' Compensation Court	30,153	28,095	28,095
039	Nebraska Brand Committee	27,637	27,027	27,027
040	Motor Vehicle Ind. Licensing Bd.	3,733	3,228	3,228
041	Real Estate Commission	4,436	4,116	4,116
045	Board of Barber Examiners	783	738	738
046	Dept. of Correctional Services	1,314,678	1,288,224	1,288,224
047	Educational Telecom. Comm.	33,789	39,222	39,222
048	Postsecondary Education Comm.	8,990	7,751	7,751
050-00	State Colleges	3,762	7,269	7,269
050-01	Chadron State College	150,529	142,767	142,767

Agency	Agency Name	FY 2011	FY 2012	FY 2013
050-03	Peru State College	82,317	85,718	85,718
050-04	Wayne State College	182,442	176,254	176,254
051	University of Nebraska	3,937,167	4,290,915	4,290,915
053	Real Estate Appraiser Board	982	913	913
054	State Historical Society	35,665	33,508	33,508
056	Nebraska Wheat Board	959	833	833
057	Nebraska Oil & Gas Comm.	3,538	3,245	3,245
058	Engineers & Architects	2,744	2,975	2,975
060	Nebraska Ethanol Board	2,396	2,216	2,216
063	Public Accountancy Board	1,494	1,314	1,314
064	State Patrol	483,605	487,400	487,400
065	Administrative Services	307,492	259,228	259,228
066	Abstractors Board	172	161	161
067	Equal Opportunity Commission	12,685	10,497	10,497
068	Latino-American Commission	980	1,095	1,095
069	Arts Council	4,092	3,788	3,788
070	Foster Care Review Board	10,667	8,446	8,446
071	Nebraska Energy Office	7,379	7,639	7,639
072	Dept. of Economic Development	36,158	31,139	31,139
074	Nebraska Power Review Board	1,439	1,364	1,364
075	Nebraska Investment Council	4,710	3,964	3,964
076	Comm. on Indian Affairs	1,083	1,011	1,011
077	Comm. of Industrial Relations	1,485	1,736	1,736
078	Crime Commission	18,777	17,556	17,556
081	Blind & Visually Impaired	19,027	18,637	18,637
082	Hearing Impaired	4,809	4,083	4,083
084	Dept. of Environmental Quality	99,417	86,938	86,938
085	Retirement Board	17,663	16,241	16,241
86	Dry Bean Commission	264	251	251
087	Accountability & Disclosure Comm.	3,096	5,689	5,689
088	Corn Board	2,952	2,872	2,872
092	Grain Sorghum Board	427	395	395
093	Tax Equalization & Review Comm.	5,501	5,020	5,020
094	Public Advocacy Commission	6,118	5,715	5,715
	Total	$ 14,437,522	$ 14,197,896	$ 14,197,896

Account 521100 **Postage Expense:**.
The charges associated with mail processes are listed below.

	FY 2011	FY 2012	FY 2013
Postage Surcharge	14.00%	13.75%	13.75%
Pre-Sort Fee (per piece)	$ 0.019	$ 0.019	$ 0.019

Account 521200 **Communications Expense:**

The type of service required determines the billing for communication services as shown below. Projected rates are:

Service Category	Service	Unit of	FY2011	FY2012	FY2013
Data Networks	CRMTC Maintenance	Circuit	$ 45.00	$ 45.00	$ 45.00
	Core Transport Mgt Fee	Circuit	137.00	137.00	137.00
	Core Transport -- DOR	Circuit	101.00	101.00	101.00
	WEMF WAN Maintenance Fee	Circuit	65.00	65.00	65.00
	Network Connected Device Fee	Device	13.00	13.00	13.00
	Firewall	each	150.00	150.00	150.00
	Site To Site VPN	each	150.00	150.00	150.00
	Load Balancer	each	220.00	220.00	220.00
	Core Transport -- Private DSL	each	99.00	99.00	99.00
	Public DSL Service	Month	Subject to Vendor Pricing		
	Advanced Problem Resolution	Hour	83.75	83.75	83.75
Distance Education	Interregional Transport Fee -- K-12	Per Circuit	34.48	TBD	TBD
	Interregional Transport Fee -- Higher Ed	Per Circuit	92.72	TBD	TBD
	Network Nebraska Participation Fee	Participant	194.28	TBD	TBD
Voice / Wireless Communications	State Long Distance Service	Minute	0.07	0.07	0.07
	Local Service (Centrex)	Station	Subject to Vendor Pricing		
	800 Service	Minute	0.08	0.08	0.08
	Calling Card Service	Minute	0.12	0.12	0.12
	Cellular Flat Rate Billing	Minute	Subject to Vendor Pricing		
	NVNET System - PBX	Port	17.66	17.66	17.66
	UM Voice Mailbox	Account	4.85	4.85	4.85
	Language Line Interpreter Service	Minute	0.14	0.14	0.14
	Conference Calling Operator Set Up Fee	Call	2.50	2.50	2.50
	State Local Meet-Me-Bridge	Call	7.50	7.50	7.50
	State Toll Free Meet-Me-Bridge	Call	10.00	10.00	10.00
	UNL Dial Out Call (Ultra Secure)	Call	15.00	15.00	15.00
	UNL Toll Free Meet-Me-Bridge (Secure)	Call	12.50	12.50	12.50
	UNL Toll Free Meet-Me-Bridge (Secure)	Minute, Participant	0.12	0.12	0.12
	State Toll Free Meet-Me-Bridge	Call	10.00	10.00	10.00
	Interactive Voice Response (IVR) -- Monthly Fee	Agent	140.00	140.00	140.00
	Interactive Voice Response (IVR) -- One Time License	Agent	309.63	309.63	309.63

Account 521400 <u>**Data Processing Expense:**</u>

Listed in the following table is a detailed list of projected rates set by the Office of the CIO:

Service Category	Service	Unit of	FY2011	FY2012	FY2013
Application Development	Applications Developer	Hour	$ 61.75	$ 61.75	$ 61.75
	Appl. Developer -- Co-Located	Hour	54.25	54.25	54.25
	Applications Developer -- Senior	Hour	72.25	72.25	72.25
	Appl. Developer/Senior Co-Located	Hour	64.75	64.75	64.75
	Applications Developer -- Lead	Hour	83.75	83.75	83.75
	Appl. Developer/Lead Co-Located	Hour	76.25	76.25	76.25
Application Hosting	Web Hosting First 200,000 Hits	Hit	0.006	0.006	0.006
	Web Hosting 200k- To 1,000k Hits	Hit	0.002	0.002	0.002
	Web Hosting 1000k - 4,000k Hits	Hit	0.0002	0.0002	0.0002
	Web Hosting Over 4000k Hits	Hit	0.0001	0.0001	0.0001
	Web Application-Complexity 1	Application	195.00	195.00	195.00
	Web Application-Complexity 2	Application	390.00	390.00	390.00
	Web Application-Complexity 3	Application	585.00	585.00	585.00
	Web Application-Complexity 4	Application	780.00	780.00	780.00
	Static Web Hosting Fee	Application	20.00	20.00	20.00
Email & Collaboration Services	Exchange Email Service	Account	7.00	7.00	7.00
	Exchange Email Storage Surcharge	250 MB	2.00	2.00	2.00
	Exchange License Fee - Monthly	Account	3.81	3.81	3.81
	Share Point Storage	MB	0.0189	0.0189	0.0189
	Instant Messaging	Account	1.00	1.00	1.00
	Live Meeting 01	Minute	0.35	0.35	0.35
	Live Meeting 02	Month	25.00	25.00	25.00
	Secure Email Service	Account	1.20	1.20	1.20
Enterprise Computing	MVS Enterprise Server	SEC-CPU	0.0950 *	0.0950 *	0.0950 *
	MVS-DB2 CPU	SEC-CPU	0.0950 *	0.0950 *	0.0950 *
	MVS Enterprise ZIIP	SEC-CPU	0.07	0.07	0.07
	MVS-Job Setup	Job	1.32	1.32	1.32
	MVS-Disk Storage	CYL/MO	0.08	0.08	0.08
	MVS-Job Output	Report	0.40	0.40	0.40
	Tape Storage	GB	2.25	2.25	2.25
	MVS-Dispatch Online	Each	0.05	0.05	0.05
	MVS-CICS	SEC-CPU	0.26	0.26	0.26
	MVS-CICS Test	SEC-CPU	0.26	0.26	0.26
Field Services	Staff Hours Billed	Hour	61.75	61.75	61.75
	Design, Engineering & Management Services	Hour	83.75	83.75	83.75
	CCTV	Each	7.14	7.14	7.14

Service Category	Service	Unit of	FY2011	FY2012	FY2013
Open Systems	SAN GIG (storage)	GB	0.24	0.24	0.24
	SAN – HBA	Each	72.00	72.00	72.00
	SAN – VM	Each	125.00	125.00	125.00
	Data Protection	GB	0.69	0.69	0.69
	Managed Domain Service	Account	7.00	7.00	7.00
	Scheduling System	Each	1,667.00	1,667.00	1,667.00
	Managed Antivirus	Account	1.25	1.25	1.25
	Remote Access	Account	13.00	13.00	13.00
	RSA Tokens	Account	28.50	28.50	28.50
	Desktop Computer Leasing	each	75.00	75.00	75.00
	Laptop Leasing	each	130.00	130.00	130.00
	Rack Mounted Hosted Device	Unit	50.00	50.00	50.00
	Rack Mounted Hosted Device	Rack	1,500.00	1,500.00	1,500.00
Other Services	Automatic Notification Service - Base Fee	Account	500.00	500.00	500.00
	Kronos Time Entry	Account	0.87	0.87	0.87
	Inbound Internet-Fax	Each	0.08	0.08	0.08
	Outbound Internet-Fax	Each	0.08	0.08	0.08
	Outbound Long Distance Internet Fax	Each	0.13	0.13	0.13

***** The Office of the CIO plans to implement a rate of 0.0925 per CPU minute for FY 2011 and FY 2012. The rate will return to the current rate of 0.0950 in FY 2013.

Account 521500 **Publications and Printing:**

Print Shop & Copy Services: Most print jobs utilize more than one type of service. Please direct your questions to the Print Shop Manager at 471-2826.

Cost Center	Service	FY 2011	FY 2012	FY 2013
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)	0.031	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
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

Cost Center	Service	FY 2011	FY 2012	FY 2013
752	Inkjet Labeling / M	35.84	35.84	35.84
771	Insert/Smart Insert Pc/Env – each	8.73	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 524600 **State Building Division Rates:**

The following table lists the square footage rental rates for various spaces administered by the State Building Division. The base rates reflect the operating costs of office and other special use space occupied in State owned facilities. The rates listed do not include rates and costs for commercial leases administered by the State Building Division for office and special use space. Please direct your questions to the State Building Division at 471-3191.

The depreciation rate component is an assessment established for building renewal projects under the Deferred Building Renewal Act and will be recorded to the 524900 object account.

Building	FY 2011	FY 2012	FY 2013
Assurity Bldg			
Base	8.75	8.75	8.75
Depreciation	2.03	2.03	2.03
Total	**10.78**	**10.78**	**10.78**
Beatrice State Development Center			
Base	6.14	6.14	6.14
Depreciation	2.52	2.50	2.50
Total	**8.66**	**8.64**	**8.64**
Executive Bldg			
Base (Master Lease Paid Off)	15.00	9.26	9.26
Depreciation	2.72	2.70	2.70
Total	**17.72**	**11.96**	**11.96**
Eastern Nebraska Veterans Home			
Base	5.02	5.02	5.02
Depreciation	2.58	2.56	2.56
Total	**7.60**	**7.58**	**7.58**
501 Bldg OCIO			
Base	18.28	18.28	18.28
Depreciation	3.80	3.77	3.77
Total	**22.08**	**22.05**	**22.05**
501 Bldg Revenue			
Base	9.00	9.00	9.00
Depreciation	3.80	3.77	3.77
Total	**12.80**	**12.77**	**12.77**

Building	FY 2011	FY 2012	FY 2013
501 Bldg Print Shop			
Base	9.00	9.00	9.00
Depreciation	3.80	3.77	3.77
Total	**12.80**	**12.77**	**12.77**
Geneva YRTC			
Base	5.89	5.89	5.89
Depreciation	2.47	2.45	2.45
Total	**8.36**	**8.34**	**8.34**
Grand Island Vets Home			
Base	6.79	6.79	6.79
Depreciation	3.86	3.81	3.81
Total	**10.65**	**10.60**	**10.60**
Grand Island Patrol Facility			
Base	9.50	9.50	9.50
Depreciation	1.53	1.52	1.52
Total	**11.03**	**11.02**	**11.02**
Hastings Regional Center			
Base	4.02	4.02	4.02
Depreciation	3.16	3.14	3.14
Total	**7.18**	**7.16**	**7.16**
Kearney Game and Parks Maint. Facility			
Base	2.85	2.85	2.85
Depreciation	0.68	0.67	0.67
Total	**3.53**	**3.52**	**3.52**
Kearney YRTC			
Base	4.10	4.10	4.10
Depreciation	1.83	1.77	1.77
Total	**5.93**	**5.87**	**5.87**
Law Enforcement Training Center			
Base	6.51	6.51	6.51
Depreciation	3.40	3.37	3.37
Total	**9.91**	**9.88**	**9.88**
Lincoln Regional Center			
Base	6.04	6.04	6.04
Depreciation	3.53	3.36	3.36
Total	**9.57**	**9.40**	**9.40**
Nebraska State Office Bldg			
Base	7.84	7.84	7.84
Depreciation	3.44	3.42	3.42
Total	**11.28**	**11.26**	**11.26**
Norfolk Veterans Home			
Base	5.49	5.49	5.49
Depreciation	3.16	3.14	3.14
Total	**8.65**	**8.63**	**8.63**
Norfolk Regional Center			
Base	6.10	6.10	6.10
Depreciation	3.05	3.01	3.01
Total	**9.15**	**9.11**	**9.11**
Norfolk Patrol Facility			
Base	10.52	10.52	10.52
Depreciation	1.53	1.52	1.52
Total	**12.05**	**12.04**	**12.04**

Building	FY 2011	FY 2012	FY 2013
North Platte Craft State Office Bldg			
Base	16.94	16.94	16.94
Depreciation	2.73	2.71	2.71
Total	**19.67**	**19.65**	**19.65**
North Platte Patrol Facility			
Base	9.43	9.43	9.43
Depreciation	0.62	0.62	0.62
Total	**10.05**	**10.05**	**10.05**
Nebraska Omaha Travel Information Ctr			
Base	10.62	10.62	10.62
Depreciation	1.39	1.38	1.38
Total	**12.01**	**12.00**	**12.00**
Omaha Patrol Facility			
Base	10.16	10.16	10.16
Depreciation	1.55	1.53	1.53
Total	**11.71**	**11.69**	**11.69**
Omaha State Office Bldg			
Base	12.72	12.72	12.72
Depreciation	3.07	3.05	3.05
Total	**15.79**	**15.77**	**15.77**
Panhandle State Office Bldg			
Base	22.01	22.01	22.01
Depreciation	3.19	3.17	3.17
Total	**25.20**	**25.18**	**25.18**
State Laboratory			
Base	19.18	19.18	19.18
Depreciation	2.42	2.40	2.40
Total	**21.60**	**21.58**	**21.58**
Surplus Property			
Base	2.46	2.46	2.46
Depreciation	0.91	0.90	0.90
Total	**3.37**	**3.36**	**3.36**
TSB Center			
Base	8.00	8.00	8.00
Depreciation	2.14	2.12	2.12
Total	**10.14**	**10.12**	**10.12**
TSB Gas Shack			
Base	7.05	7.05	7.05
Depreciation	2.59	2.57	2.57
Total	**9.64**	**9.62**	**9.62**
Western Nebraska Veterans Home			
Base	6.57	6.57	6.57
Depreciation	2.54	2.52	2.52
Total	**9.11**	**9.09**	**9.09**
Whitehall Campus			
Base	8.30	8.30	8.30
Depreciation	2.63	2.63	2.63
Total	**10.93**	**10.93**	**10.93**

Account 524600 **Commercial Leases:**

state agencies, boards and commissions occupying commercial leased space managed through the 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 direct your questions to the State Building Division at 471-3191.

Account 524900 **Task Force for Building Renewal Assessments:**

Depreciation assessments are made upon completion of capital improvement projects involving State facilities. Capital improvement projects subject to the depreciation assessment include construction of new facilities, additions 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 1% of the total project cost. For facilities purchased or otherwise acquired, the depreciation assessment is 1% of the acquisition cost or 1% of the value of the facility, whichever is greater The depreciation assessment for FY 2012 and FY 2013 is 1%.

Account 541100 **Accounting/EnterpriseOne Assessments:**

Assessments for FY 2012 and FY 2013 are based on requests for resources to support both State Accounting and the EnterpriseOne system and their functional areas.

Agency	Agency Name	FY 2011	FY 2012	FY 2013
003	Legislative Council	$ 14,463	$ 11,499	$ 11,857
005	Supreme Court	52,431	47,836	49,398
007	Governor/PRO	1,454	3,802	3,918
008	Lieutenant Governor	158	127	131
009	Secretary of State	8,518	7,970	8,237
010	Auditor of Public Accounts	3,839	3,295	3,397
011	Attorney General	8,819	7,295	7,543
012	State Treasurer	28,192	29,038	29,888
013	Dept. of Education	314,276	301,505	312,074
014	Public Service Commission	14,187	13,023	13,441
015	Board of Pardons	2,177	2,709	2,789
016	Dept. of Revenue	291,807	296,630	305,009
017	Dept. of Aeronautics	11,681	10,646	10,990
018	Dept. of Agriculture	26,672	26,051	26,972
019	Dept. of Banking	7,431	7,546	7,799
021	State Fire Marshal	8,869	9,797	10,114
022	Dept. of Insurance	15,379	13,293	13,774
023	Dept. of Labor	107,778	118,601	122,646
024	Dept. of Motor Vehicles	30,656	25,839	26,857
025	DHHS	1,432,940	1,303,159	1,344,756
027	Dept. of Roads	288,783	237,844	245,588
028	Dept. of Veterans' Affairs	9,416	10,748	11,223
029	Dept. of Natural Resources	21,756	21,282	22,188
030	Nebraska Electrical Board	3,143	2,888	2,978
031	Military Department	36,247	28,509	29,454
032	Educational Lands & Funds	5,616	5,981	6,182
033	Game & Parks Commission	121,686	107,877	111,578
034	Library Commission	5,848	4,876	5,041
035	Liquor Control Commission	2,528	3,685	3,811
036	State Racing Commission	2,331	2,144	2,210
037	Workers' Compensation Court	10,187	9,263	9,609
039	Nebraska Brand Committee	7,155	6,236	6,437
040	Motor Vehicle Ind. Licensing Bd.	2,268	2,160	2,224

Agency	Agency Name	FY 2011	FY 2012	FY 2013
041	Real Estate Commission	3,619	3,066	3,162
045	Board of Barber Examiners	2,494	1,913	1,972
046	Dept. of Correctional Services	196,305	246,724	254,567
047	Educational Telecom. Comm.	10,980	9,080	9,376
048	Postsecondary Education Comm.	7,363	6,705	6,944
050	State Colleges	91,407	80,383	83,155
051	University of Nebraska	594,968	570,614	588,695
053	Real Estate Appraiser Board	1,438	1,973	2,033
054	State Historical Society	8,476	10,983	11,371
056	Nebraska Wheat Board	743	588	608
057	Nebraska Oil & Gas Comm.	1,346	2,309	2,379
058	Engineers & Architects	3,059	2,866	2,959
059	Board of Geologists	86	84	87
060	Nebraska Ethanol Board	2,095	1,934	1,992
061	Dairy Industry Development Board	371	314	324
062	Land Surveyors Board	85	66	68
063	Public Accountancy Board	1,289	2,073	2,136
064	State Patrol	44,519	39,120	40,414
065	Administrative Services	241,218	259,020	267,632
066	Abstractors Board	712	1,557	1,603
067	Equal Opportunity Commission	2,720	3,114	3,213
068	Latino-American Commission	1,822	1,656	1,705
069	Arts Council	3,485	3,401	3,518
070	Foster Care Review Board	3,111	3,110	3,209
071	Nebraska Energy Office	8,958	6,379	6,580
072	Dept. of Economic Development	15,449	13,963	14,424
073	Landscape Architects Board	80	48	50
074	Nebraska Power Review Board	970	1,783	1,836
075	Nebraska Investment Council	1,494	2,330	2,401
076	Comm. on Indian Affairs	1,887	1,705	1,755
077	Comm. of Industrial Relations	2,566	2,480	2,553
078	Crime Commission	9,204	8,831	9,125
081	Blind & Visually Impaired	19,677	21,167	22,020
082	Hearing Impaired	1,835	2,228	2,297
084	Dept. of Environmental Quality	58,650	56,783	58,641
085	Retirement Board	129,331	128,338	132,392
086	Dry Bean Commission	294	273	282
087	Accountability & Disclosure Comm.	1,300	2,337	2,408
088	Corn Board	2,527	1,775	1,836
092	Grain Sorghum Board	294	273	282
093	Tax Equalization & Review Comm.	2,320	2,216	2,283
094	Public Advocacy Commission	1,982	1,827	1,884
	Totals	$ 4,381,221	$ 4,190,543	$ 4,326,284

Account 556100 **Motor Vehicle Liability:**

The assessments reflect adjustments from an actuarial study which identified actual claims and loss history for each state agency, board and commission that owns vehicles. Please direct your questions to the Division of Risk Management at 471-2551.

Agency	Agency	FY 2011	FY 2012	FY 2013
009	Secretary of State	$ 284	$ 802	$ 802
013	Dept. of Education	1,423	2,004	2,004
014	Public Service Commission	3,700	5,209	5,209
016	Dept. of Revenue		401	401
017	Dept. of Aeronautics	3,984	6,011	6,011
018	Dept. of Agriculture	19,874	31,088	31,088
021	State Fire Marshal	8,351	11,889	11,889
022	Dept. of Insurance	284	401	401
024	Dept. of Motor Vehicles	427	1,048	1,048
025	DHHS	138,687	148,479	148,479
027	Dept. of Roads	1,177,561	1,300,768	1,300,768
029	Dept. of Natural Resources	2,174	2,829	2,829
031	Military Department	21,565	31,484	31,484
032	Educational Lands & Funds	4,252	5,798	5,798
033	Game & Parks Commission	300,942	495,779	495,779
039	Nebraska Brand Committee	1,481	2,087	2,087
046	Dept. of Corrections	39,968	55,282	55,282
047	Educational Telecom. Comm.	1,138	1,202	1,202
050-01	Chadron State College	13,912	17,953	17,953
050-03	Peru State College	9,676	13,624	13,624
050-04	Wayne State College	18,064	19,086	19,086
054	State Historical Society	2,277	3,205	3,205
057	Nebraska Oil & Gas Comm.	1,138	1,603	1,603
060	Nebraska Ethanol Board	284	401	401
064	State Patrol	445,357	578,761	578,761
065-04	AS - Building	48,617	76,773	76,773
065-05	AS - Materiel	854	1,202	1,202
065-10	AS - TSB	424,069	681,646	681,646
065-12	AS - 309 Task Force	284	401	401
065-13	AS - Capitol Com	569	802	802
071	Nebraska Energy Office	854	2,004	2,004
078	Crime Commission	284	401	401
084	Dept. of Environmental Quality	284	401	401
	Totals	$ 2,692,618	$ 3,500,824	$ 3,500,824

Physical Damage Coverage:

Physical damage coverage for a vehicle may be purchased at the stated rate for each $100 of acquisition valuation.

	FY 2011	FY 2012	FY 2013
Per $100 of replacement value	$ 1.545	$ 1.912	$ 1.976

Inland Marine Rates:

The Risk Management Division procures insurance for both real and personal property. Agencies have the option to purchase insurance for their inventory/contents. Assessment based upon $100 of replacement value.

Inland marine insurance is coverage for State owned equipment when it is off-site of state property. An example of this is for laptop computers or other mobile equipment. Please direct your questions to the Risk Management Division at 471-2552 to confirm the amount to be covered.

	FY 2011	FY 2012	FY 2013
Per $100 of replacement value	$ 0.091	$ 0.053	$ 0.053

Account 556100 **State Building Insurance:**

Each state agency, board and commission owning building(s) must have for property insurance. The Department of Administrative Services will be responsible for the insurance on buildings owned by the State Building Division. The State Building Division maintains property values for the various properties. If you have questions regarding your property valuation, please direct your questions to the State Building Division at 471-3191 or the Risk Management Division at 471-2551. Assessment based upon $100 of replacement value.

	FY 2011	FY 2012	FY 2013
Per $100 of replacement value	$ 0.068	$ 0.070	$ 0.070

State Inventory/Contents Insurance:

The Risk Management Division procures insurance for both real and personal property. State agencies, boards and commissions have the option to purchase insurance for their inventory/contents. Assessment based upon $100 of replacement value.

Inventory/contents insurance coverage is for agency owned property on state property. Please direct your questions to the Risk Management Division at 471-2552.

	FY 2011	FY 2012	FY 2013
Per $100 of replacement value	$ 0.054	$ 0.044	$ 0.044

State Blanket Bond:

The state blanket bond is insurance coverage against losses due to theft, employee dishonesty, or other actions resulting in a loss to the state. Each state agency, board and commission is assessed for this statutorily required coverage. The rates below are based on a per FTE count.

FY 2011	FY 2012	FY 2013
$ 4.33	$ 4.97	$ 5.02

Account 559100 **Purchasing Assessment:**

The Purchasing Assessments for FY 2012 and FY 2013 are based on requests for resources to meet the current demands relative to the purchasing of goods and service contracts. Please direct your questions to the Material Division at 471-2401.

Agency	Agency	FY 2011	FY 2012	FY 2013
003	Legislative Council	$ 1,765	$ 1,399	$ 1,399
005	Supreme Court	9,485	11,657	11,657
007	Governor/PRO	377	160	160
008	Lieutenant Governor	10	9	9
009	Secretary of State	2,954	2,727	2,727
010	Auditor of Public Accounts	689	299	299
011	Attorney General	1,938	1,884	1,884
012	State Treasurer	3,463	1,946	1,946
013	Dept. of Education	14,655	17,517	17,517
014	Public Service Commission	6,476	4,508	4,508
015	Board of Pardons	52	51	51
016	Dept. of Revenue	7,883	13,908	13,908
017	Dept. of Aeronautics	2,894	1,472	1,472
018	Dept. of Agriculture	5,280	4,057	4,057
019	Dept. of Banking	756	630	630
021	State Fire Marshal	750	628	628
022	Dept. of Insurance	2,728	2,867	2,867
023	Dept. of Labor	9,544	4,752	4,752
024	Dept. of Motor Vehicles	4,621	4,653	4,653
025	DHHS	298,612	280,912	280,912
027	Dept. of Roads	164,511	203,769	203,769
028	Dept. of Veterans' Affairs	202	279	279
029	Dept. of Natural Resources	3,485	4,682	4,682
030	Nebraska Electrical Board	112	100	100

Agency	Agency	FY 2011	FY 2012	FY 2013
031	Military Department	7,220	9,881	9,881
032	Educational Lands and Funds	1,420	1,348	1,348
033	Game and Parks Commission	28,360	25,437	25,437
034	Library Commission	475	442	442
035	Liquor Control Commission	115	93	93
036	State Racing Commission	157	174	174
037	Workers' Compensation Court	639	608	608
039	Nebraska Brand Committee	334	291	291
040	Motor Vehicle Industry Licensing Bd.	67	65	65
041	Real Estate Commission	260	221	221
045	Board of Barber Examiners	12	18	18
046	Dept. of Correctional Services	77,048	73,495	73,495
047	Education Telecom. Comm.	4,030	4,040	4,040
048	Postsecondary Education Comm.	828	869	869
053	Real Estate Appraiser Board	91	98	98
054	State Historical Society	1,276	1,232	1,232
056	Nebraska Wheat Board	724	850	850
057	Nebraska Oil and Gas Comm.	124	87	87
058	Engineers & Architects	184	134	134
059	Geologists Board	21	20	20
060	Nebraska Ethanol Board	125	46	46
061	Dairy Industry Development Board	64	68	68
062	Land Surveyors Board	8	8	8
063	Public Accountancy Board	100	75	75
064	State Patrol	15,548	13,154	13,154
065	Administrative Services	83,693	65,780	65,780
066	Abstractors Board	6	5	5
067	Equal Opportunity Commission	244	182	182
068	Latino-American Commission	32	26	26
069	Arts Council	213	159	159
070	Foster Care Review Board	177	147	147
071	Nebraska Energy Office	562	709	709
072	Dept. of Economic Development	3,251	3,403	3,403
073	Landscape Architects	8	11	11
074	Nebraska Power Review Board	40	41	41
075	Nebraska Investment Council	468	1,034	1,034
076	Comm. on Indian Affairs	29	20	20
077	Comm. of Industrial Relations	28	35	35
078	Crime Commission	3,579	8,637	8,637
081	Blind & Visually Impaired	549	573	573
082	Deaf & Hard of Hearing Comm.	143	118	118
084	Dept. of Environmental Quality	16,745	13,652	13,652
085	Retirement Board	4,296	3,531	3,531
086	Dry Bean Commission	146	180	180
087	Accountability & Disclosure Comm.	52	50	50
088	Corn Board	2,125	2,929	2,929
092	Grain Sorghum Board	55	50	50
093	Tax Equalization & Review Comm.	85	71	71
094	Public Advocacy Commission	228	261	261
	Totals	$ 799,224	$ 799,224	$ 799,224

Account 573100 **State Owned Transportation:**

Vehicle charges consist of two components; rental rates and mileage. The projected FY 2012 and FY 2013 rental rates for replacement vehicles purchased during the next biennium are based on the estimated purchase cost and estimated salvage value. Those rates may be subject to change and will be set at the time of acquisition. Rates listed for Model Year 2011 and older vehicles are actual and will not change until time of replacement. These rental rates should be used to estimate your state-owned transportation costs for the upcoming biennium.

Changes in lease rates may be required in FY 2012 or FY 2013 due to fluctuations in vehicle prices. High mileage rates will apply to vehicles averaging over 2,000 miles per month. Please direct your questions to the Transportation Services Bureau at 471-2897 for high mileage rates or specific projected replacement schedules.

Monthly Lease Rates:

Rate Code	Vehicle Type	Model Year	FY 10-11 Rates	FY 11-12 Projected Rates	FY 12-13 Projected Rates
SCM	Sub Compact Sedan	2011 and older	$ 171.00	$ 171.00	$ 171.00
TBD	Sub Compact Sedan	2012	N/A	183.00	183.00
TBD	Sub Compact Sedan	2013	N/A	N/A	188.00
CMP	Compact	2011 and older	179.00	179.00	179.00
TBD	Compact	2012	N/A	214.00	214.00
TBD	Compact	2013	N/A	N/A	220.00
ISD	Intermediate Sedan	2011 and older	188.00	188.00	188.00
TBD	Intermediate Sedan	2012	N/A	230.00	230.00
TBD	Intermediate Sedan	2013	N/A	N/A	237.00
IWA	Intermediate Wagons	2011 and older	197.00	197.00	197.00
TBD	Intermediate Wagons	2012	N/A	197.00	197.00
TBD	Intermediate Wagons	2013	N/A	N/A	203.00
MCA	Mini Van Cargo	2011 and older	201.00	201.00	201.00
TBD	Mini Van Cargo	2012	N/A	237.00	237.00
TBD	Mini Van Cargo	2013	N/A	N/A	244.00
MPA	Mini Van Passenger	2011 and older	223.00	223.00	223.00
TBD	Mini Van Passenger	2012	N/A	257.00	257.00
TBD	Mini Van Passenger	2013	N/A	N/A	264.00
VAN	1 Ton Cargo Van	2011 and older	281.00	281.00	281.00
1/2	1/2 Ton Pickup	2011 and older	224.00	224.00	224.00
T12	1/2 Ton Pickup w/Topper	2011 and older	226.00	226.00	226.00
TBD	1/2 Ton Pickup*	2012	N/A	265.00	265.00
TBD	1/2 Ton Pickup*	2013	N/A	N/A	272.00
T4C	1/2 Ton 4x4 Pickup Crew Cab w/Topper	2011 and older	274.00	274.00	274.00
TBD	1/2 Ton 4x4 Pickup Crew Cab*	2012	N/A	337.00	337.00
TBD	1/2 Ton 4x4 Pickup Crew Cab*	2013	N/A	N/A	347.00
44P	4x4 Pickup	2011 and older	272.00	272.00	272.00
T44	4x4 Pickup w/Topper	2011 and older	248.00	248.00	248.00
TBD	4x4 Pickup*	2012	N/A	291.00	291.00
TBD	4x4 Pickup*	2013	N/A	N/A	300.00
15P	15-Passenger Van	2011 and older	293.00	293.00	293.00
1TN	Pickup 1-Ton	2011 and older	381.00	381.00	381.00
CE2	Compact Pickup	2011 and older	229.00	229.00	229.00
TBD	Compact Pickup*	2012	N/A	252.00	252.00
TBD	Compact Pickup*	2013	N/A	N/A	259.00

Rate Code	Vehicle Type	Model Year	FY 10-11 Rates	FY 11-12 Projected Rates	FY 12-13 Projected Rates
T4D	4x4 Compact Pickup, Crew Cab	2011 and older	287.00	287.00	287.00
TBD	4x4 Compact Pickup, Crew Cab*	2012	N/A	269.00	269.00
TBD	4x4 Compact Pickup, Crew Cab*	2013	N/A	N/A	277.00
3/4	3/4 Ton Pickup	2011 and older	274.00	274.00	274.00
C34	3/4 Ton Pickup w/Topper	2011 and older	247.00	247.00	247.00
T34	3/4 1500 2x4 w/Topper	2011 and older	354.00	354.00	354.00
TBD	3/4 Ton Pickup*	2012	N/A	295.00	295.00
TBD	3/4 Ton Pickup*	2013	N/A	N/A	304.00
443	4x4 Diesel 3/4 Ton	2011 and older	301.00	301.00	301.00
TBD	4x4 Diesel 3/4 Ton*	2012	N/A	256.00	256.00
TBD	4x4 Diesel 3/4 Ton*	2013	N/A	N/A	263.00
CCP	Pickup Club Cab	2011 and older	287.00	287.00	287.00
TCP	Pickup Club Cab w/Topper	2011 and older	295.00	295.00	295.00
TBD	Pickup Club Cab*	2012	N/A	373.00	373.00
TBD	Pickup Club Cab*	2013	N/A	N/A	384.00
12P	12 Passenger Van	2011 and older	278.00	278.00	278.00
TBD	12 Passenger Van	2012	N/A	305.00	305.00
TBD	12 Passenger Van	2013	N/A	N/A	314.00
SU3	4x4 4-Passenger	2011 and older	274.00	274.00	274.00
TBD	4x4 4-Passenger	2012	N/A	250.00	250.00
TBD	4x4 4-Passenger	2013	N/A	N/A	257.00
SU5	4x4 5-Passenger	2011 and older	250.00	250.00	250.00
TBD	4x4 5-Passenger	2012	N/A	300.00	300.00
TBD	4x4 5-Passenger	2013	N/A	N/A	309.00
SU7	4x4 7-Passenger	2011 and older	313.00	313.00	313.00
TBD	4x4 7-Passenger	2012	N/A	360.00	360.00
TBD	4x4 7-Passenger	2013	N/A	N/A	371.00
SU8	4x2 9-Passenger	2011 and older	371.00	371.00	371.00
TBD	4x2 9-Passenger	2012	N/A	441.00	441.00
TBD	4x2 9-Passenger	2013	N/A	N/A	455.00
SU9	4x4 9-Passenger	2011 and older	392.00	392.00	392.00
TBD	4x4 9-Passenger	2012	N/A	453.00	453.00
TBD	4x4 9-Passenger	2013	N/A	N/A	467.00

***** There is an additional $15.00 monthly charge if equipped with topper or lid.

Mileage Rates:

Mileage rates represent the cost of operations, both direct and indirect. Changes in mileage rates may be required in FY 2012 or FY 2013 due to fluctuations in fuel prices.

Type	Vehicle Type	FY10 Published Rates	FY 2011 Published Rates	FY 2011 Projected Rates	FY 2012 Projected Rates	FY 2013 Projected Rates
CMP	Compact	$ 0.34	$ 0.40	$ 0.34	$ 0.36	$ 0.36
ISD	Intermediate Sedan	0.35	0.41	0.35	0.37	0.37
ISW	Intermediate Wagon	0.36	0.42	0.36	0.38	0.38
MCA	Mini Van Cargo	0.36	0.42	0.36	0.38	0.38
MPA	Mini Van Passenger	0.36	0.42	0.36	0.38	0.38
SCM	Sub-Compact Sedan	0.33	0.39	0.33	0.35	0.35
44M	AWD Mini Van	0.37	0.43	0.37	0.39	0.39
VAN	1 Ton Cargo Van	0.37	0.43	0.37	0.39	0.39
T12	1/2 Ton Pickup w/Topper	0.37	0.43	0.37	0.39	0.39
1/2	1/2 Ton Pickup	0.37	0.43	0.37	0.39	0.39
T44	4x4 Pickup w/Topper	0.38	0.44	0.38	0.40	0.40
44P	4x4 Pickup	0.38	0.44	0.38	0.40	0.40
C34	3/4 Ton Pickup w/Topper	0.40	0.46	0.40	0.42	0.42
3/4	3/4 Ton Pickup	0.40	0.46	0.40	0.42	0.42
T34	3/4 1500 2x4 w/Topper	0.40	0.46	0.40	0.42	0.42
CCP	Pickup Club Cab	0.40	0.46	0.40	0.42	0.42
TCP	Pickup Club Cab w/Topper	0.40	0.46	0.40	0.42	0.42
12P	12 Passenger Van	0.38	0.44	0.38	0.40	0.40
15P	15 Passenger Van	0.38	0.44	0.38	0.40	0.40
1TN	Pickup 1-Ton	0.40	0.46	0.40	0.42	0.42
SU3	4X4 4-Passenger	0.38	0.44	0.38	0.40	0.40
SU4	4X2 5-Passenger	0.39	0.45	0.39	0.41	0.41
SU5	4X4 5-Passenger	0.40	0.46	0.40	0.42	0.42
SU6	4X2 7-Passenger	0.39	0.45	0.39	0.41	0.41
SU7	4X4 7-Passenger	0.40	0.46	0.40	0.42	0.42
SU8	4X2 9-Passenger	0.39	0.45	0.39	0.41	0.41
SU9	4X4 9-Passenger	0.41	0.47	0.41	0.43	0.43
T4D	4X4 Compact Pickup Crew Cab w/Topper	0.37	0.43	0.37	0.39	0.39
T4C	1/2 Ton 4x4 Pickup Crew Cab w/Topper	0.38	0.44	0.38	0.40	0.40
CE2	Compact Pickup	0.36	0.42	0.36	0.38	0.38
443	4X4 Diesel 3/4 Ton	0.41	0.47	0.41	0.43	0.43

Rental Half Day/Daily:

Rental rates represent vehicle replacement costs, accounting for depreciation and salvage value. The FY 2012 and FY 2013 projected rental half day and daily rates should be used to estimate your state owned transportation costs.

	Vehicle Type	FY 2011 Projected Rates		FY 2012 Projected Rates		FY 2013 Projected Rates	
		1/2 Day	Daily	1/2 Day	Daily	1/2 Day	Daily
CMP	Compact	$ 6.50	$11.00	$ 8.00	$13.00	$ 8.00	$13.00
ISD	Intermediate Sedan	7.00	11.50	8.50	14.00	8.50	14.00
IWA	Intermediate Wagon	7.50	12.00	7.50	12.00	7.50	12.00
MCA	Mini Van Cargo	7.50	12.50	9.00	14.50	9.00	14.50
MPA	Mini Van Passenger	8.50	13.50	9.50	15.50	9.50	15.50
SCM	Sub-Compact Sedan	6.50	10.50	7.00	11.00	7.00	11.00

	Vehicle Type	FY 2011 Projected Rates		FY 2012 Projected Rates		FY 2013 Projected Rates	
		1/2 Day	Daily	1/2 Day	Daily	1/2 Day	Daily
VAN	1 Ton Cargo Van	10.50	17.00	10.50	17.00	10.50	17.00
T12	1/2 Ton Pickup w/Topper	8.50	14.00	10.50	17.00	10.50	17.00
1/2	1/2 Ton Pickup	8.50	13.50	10.00	16.00	10.00	16.00
T44	4x4 Pickup w/Topper	9.00	15.00	11.50	18.50	11.50	18.50
44P	4x4 Pickup	10.00	16.50	10.50	17.50	10.50	17.50
3/4	3/4 Ton Pickup	10.00	16.50	11.50	19.00	11.50	19.00
T34	3/4 1500 2x4 w/Topper	13.00	21.50	11.50	19.00	11.50	19.00
CCP	Pickup Club Cab	10.50	17.50	14.00	23.50	14.00	23.50
TCP	Pickup Club Cab w/Topper	11.00	18.00	11.00	18.00	11.00	18.00
12P	12 Passenger Van	10.50	17.00	11.00	18.50	11.00	18.50
15P	15-Passenger Van	11.00	18.00	11.00	18.50	11.00	18.50
SU3	4X4 4-Passenger	10.00	16.50	9.00	15.00	9.00	15.00
SU5	4X4 5-Passenger	9.00	15.00	11.00	18.00	11.00	18.00
SU6	4X2 7-Passenger	11.50	19.00	11.50	19.00	11.50	19.00
SU7	4X4 7-Passenger	11.50	19.00	13.00	22.00	13.00	22.00
SU8	4X2 9-Passenger	13.50	22.50	16.00	26.50	16.00	26.50
SU9	4X4 9-Passenger	14.50	24.00	16.50	27.50	16.50	27.50
T4D	4X4 Compact Pickup Crew Cab w/Topper	10.50	17.50	10.50	17.50	10.50	17.50
T4C	1/2 Ton 4x4 Pickup Crew Cab w/Topper	10.00	16.50	13.00	21.50	13.00	21.50
CE2	Compact Pickup	8.50	14.00	9.50	15.50	9.50	15.50

Aeronautics

The FY 2012 and FY 2013 projected rates for the Nebraska Department of Aeronautics state aircraft and pilot services are the same as shown for FY 2011. The actual rates for FY 2012 and FY 2013 have not been determined. Please direct your questions to the Nebraska Department of Aeronautics at 471-2371.

Current AIRCRAFT Rate	**FY 2011 Published**	**FY 2012 Projected**	**FY 2013 Projected**
King Air B200 - 7 passenger seating - N4NU	$ 5.00/mi ($1,350/Hr)	$ 5.00/mi ($1,350/Hr)	5.00/mi ($1,350/Hr)
Intermediate Stops – Each Stop	$ 25.00	$ 25.00	$ 25.00
Piper Cheyenne IIXL - 7 passenger seating - 774KV	$ 4.50/mi ($1,080/Hr)	$ 4.50/mi ($1,080/Hr)	$ 4.50/mi ($1,080/Hr)
Intermediate Stops – Each Stop	$ 20.00	$ 20.00	$ 20.00
Piper Navajo - 5 passenger seating – N100NE	$ 3.50/mi ($595/Hr)	$ 3.50/mi ($595/Hr)	$ 3.50/mi ($595/Hr)
Intermediate Stops – Each Stop	$ 10.00	$ 10.00	$ 10.00

PILOT charges	**FY 2011 Published**	**FY 2012 Projected**	**FY 2013 Projected**
All Aircraft	$ 66.00/Hr	$ 66.00/Hr	$ 66.00/Hr

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 $0.60/mile.

The Aerial Photography fee in the Piper Navajo is $595 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.

Login and Password Help

Access to the Nebraska Budget Request and Reporting System (NBRRS) is managed through the Nebraska Directory Services (NDS) user authentication system. If you are a State employee or past NBRRS user, you already have a User ID assigned. However, you may not already know or may not remember your NDS User ID and password.

Please note that the NDS ID is different from an Enterprise One, formerly known as NIS, User ID.

Follow these steps if you do not already know your NDS User ID and password:

1. Contact the Office of the CIO Help Desk at CIO.Help@nebraska.gov or call (402) 471-4636. Indicate that you need to obtain your NDS ID and password. Include in your request your name, agency, phone number and email address.
2. You will receive an email back from the Office of the CIO that will have your ID and a one-time use, temporary password.
3. Log on to the NBRRS directly at http://nbrrs.nebraska.gov or by clicking the “System Login” link on the left side of the screen at http://www.budget.state.ne.us/das_budget/bud/nbrrs.htm. Use your NDS User ID and the temporary password.
4. The first time you log in, you will receive a message that the temporary password has expired and prompted to change your password. Read carefully the directions given to make this change.
5. After you have completed the process to change your password, make sure to setup Password Hints. Password Hints allows you to answer three security questions that can be used as an automated password reminder in event you forget your password in the future. However, the CIO Help Desk will continue to be available for password resets as well.

NOTE: If you currently use the MyNebraska Portal (http://my.ne.gov) to access web applications, you can also access the NBRRS from the My Applications page.

To access the Nebraska Budget Request and Reporting System:

1. Log on to the NBRRS directly at http://nbrrs.nebraska.gov or by clicking the “System Login” link on the left side of the screen on the NBRRS portal at http://www.budget.state.ne.us/das_budget/bud/nbrrs.htm. Use your NDS User ID and the password you have set for yourself
   - If accessing from MyNebraska Portal (http://my.ne.gov), click on “Nebraska Budget Request and Reporting System”.
2. You are in and ready to go!

If you have any questions or encounter any problems, please contact Gary Bush (402-471-4161) or Lyn Heaton (402-471-4181) in the State Budget Division. We also encourage you to check out the NBRRS portal at http://www.budget.state.ne.us/das_budget/bud/nbrrs.htm for information on training, step-by-step screen instructions, and more.

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
Lyn Heaton, Deputy Budget Administrator	471-4181	lyn.heaton@nebraska.gov

Operations & Government Aid Request / State Budget Division Staff

Gerry Oligmueller, State Budget Administrator	471-4171	gerry.oligmueller@nebraska.gov
Lyn Heaton, Deputy State Budget Administrator	471-4181	lyn.heaton@nebraska.gov
Elton Larson, Sr. Budget Management Analyst	471-4173	elton.larson@nebraska.gov
Joe Wilcox, Sr. Budget Management Analyst	471-4178	joe.wilcox@nebraska.gov
William Scheideler, Sr. 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
Matt Eash, Budget Management Analyst	471-4175	matthew.eash@nebraska.gov
Cindy Miserez, Budget Management Analyst	417-4174	cindy.miserez@nebraska.gov

Capital Construction / Building Renewal

John Heacock, AS Building Division (eff. 7/21/10)	471-0428	john.heacock@nebraska.gov
Dennis Summers, AS Building Division	471-8351	dennis.summers@nebraska.gov
Steve Hotovy, AS Task Force for Building Renewal	471-3511	steve.hotovy@nebraska.gov
To obtain a new Asset (Building) Tag#		
Dennis Summers, AS Building Division	471-8351	dennis.summers@nebraska.gov

Information Technology

Rick Becker, Office of the CIO	471-7984	rick.becker@nebraska.gov