

## GENERAL INSTRUCTIONS

Section 81-1113, Nebraska R.S.Supp., 2012 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 2015-2017 biennium are due by 5:00 p.m., Monday, September 15, 2014.**

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.

The Nebraska Budget Request and Reporting System (NBRRS) continues to be the method for agencies to prepare and submit their biennial budget requests. 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.

These instructions provide guidance to agencies, boards, and commissions relative to preparation of their budget requests and include helpful step-by-step instructions on the use of the system screens. The 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 2014-15) – 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 2013-2015 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 is generally done at the subprogram level.

### Strategic Plans and Performance Measures

For agency convenience, enhanced NBRRS functionality will allow, at an agency's request, the agency, division (if applicable), and program narratives to be copied forward from the 2013-2015 biennium budget request. While this functionality has been developed to promote efficiency in the preparation and submission of the biennial budget request, it is important that this information be revised to accurately reflect the product of an agency's current strategic planning efforts leading into preparation of your 2015-2017 biennium budget request. Agencies should carefully review and edit this information to ensure that the narrative to be submitted represents the agency's current goals, statutory responsibilities, program objectives and priorities, among other elements. Essential to a results-based budget request is the development and documentation of performance standards for each program, subprogram, and activity to measure and evaluate present as well as projected levels of expenditures. Taxpayers and their elected representatives expect state agencies and other recipients of state funding to respect the critical link that exists between agency strategic, results-based planning and the allocation of finite public resources.

#### **Attachment of Additional Agency Strategic Plan Documents**

Please use the attachment function on the Agency Narrative screen to attach any additional strategic plan documents developed by the agency, independent of the strategic results-based elements already included in the Agency, Division, and Program Narrative screens.

#### **Key Performance Indicators-Excel template for submission**

To further highlight the importance of the development and documentation of an agency's key performance indicators, the Administrative Services State Budget Division has developed an Excel template to facilitate the entry and submission of performance measures for each budget program. The template is available at [http://www.budget.ne.gov/das\\_budget/bud/NBRRSInstructions.htm](http://www.budget.ne.gov/das_budget/bud/NBRRSInstructions.htm) in the "Part A – Narratives" section under the link to the Program Narrative Instructions. The "attachment" functionality on the Performance Measures tab of the Program Narrative screen is available for submission of the performance measures Excel template file for each respective budget program.

### Narrative Due in Preliminary Form

**The Agency, Division (if applicable), and Program level narratives should be completed in a preliminary form in the NBRRS by Friday, August 1st.** At that time, the assigned State Budget Division budget analyst will begin reviewing the strategic results-based elements (vision, mission, goals, objectives, performance measures) of these narratives for conformity with the narrative content instructions as provided in the 2015-2017 Biennium Budget Instructions. The information contained in the narrative budget request screens will be finalized and electronically submitted with information contained in other completed budget request screens on or before September 15, 2014.

### 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 was previously the case when account codes were the primary basis for requested appropriation changes.

*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 2015 – 2017 biennial budget submission. No requests should be included in an agency’s budget request submission for annual increases or decreases anticipated in FY2015-16 and FY2016-17 for employee salary or health benefit costs. As has been done in recent years, the Governor and Legislature will calculate, once more details are known, the amounts necessary to fund any negotiated increases in employee salaries as well as increases in the employer share of the cost of employee health insurance.

### 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](mailto:Gerry.Oligmueller@nebraska.gov) and also to the agency’s assigned State Budget Division budget analyst explaining the revisions). The NBRRS System Administrator will “post” the final version to the web.

### Supplemental Budget Requests for FY 2014-15

Deficit budget requests for FY 2014-15 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 2014-15 will be Wednesday, October 22, 2014.** If the supplemental request results in higher costs for subsequent years, those amounts should also be identified. The 2015-2017 biennium budget request should not assume any change in the current FY 2014-15 base appropriation related to anticipated FY 2014-15 supplemental budget requests. In other words, the FY 2014-15 base appropriation entered in the NBRRS should reflect appropriations as of the completion of the 2014 legislative session.

### 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.