



Administrative Services State Budget Division
NEBRASKA BUDGET REQUEST AND REPORTING SYSTEM

Budget Instructions

2021 – 2023 Biennium

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

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GENERAL INSTRUCTIONS

Statute section 81-1113, R.S.Supp. 2018, directs the State Budget Division to prescribe the forms and procedures that all agencies must use in compiling their budget requests and establishes the deadline for submitting biennial budget requests. **Budget requests for the 2021-2023 biennium are due by 5:00 p.m., Tuesday, September 15, 2020.**

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 2020-21) – Permanent Salaries and Appropriation
- Issues – Issue Details and Issues Summary
- 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, and IT Agency Summary

Certain elements of the Agency, Division, and Program narratives can be copied forward from the final 2019-2021 biennial budget request upon request to the State Budget Division.

Operations and aid request data for FY 2021-22 and FY 2022-23 changes compared to the FY 2020-21 Base Appropriation will be entered at the subprogram level within each *Issue*. Historical data will be pre-loaded into the system in the Base Appropriation and Personal Services Base screens. 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 2019-2021 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 2021-2023 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, process improvement strategies, 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 progress in meeting performance objectives and how actual and proposed expenditure levels relate to those performance objectives. 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://budget.nebraska.gov/instructions.html> 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 Monday, August 3, 2020. 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 *2021-2023 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, 2020.

Issues

The Nebraska Budget Request and Reporting System (NBRRS) places the emphasis on explanation, justification and furtherance of the State's and individual agency's goals and priorities, not merely accounting codes or job codes. An *Issue* is a change to the FY 2020-21 Base Appropriation and therefore could be a positive (increase) or negative (decrease) during the two request years, FY 2021-22 and FY 2022-23. Using the "*Issue Details*" screen, an agency can identify the specific 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, especially insofar as how the requested Issue relates to the State's and agency's goals, priorities and performance objectives. 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.

Two *Enterprise Issues* have been established for the 2021-2023 biennial budget to account for state costs related to employee pay and benefit adjustments: pay adjustments of 2% annually for July 1, 2021 and July 1, 2022, and the impact on agency budgets of a 4% increase in employee health plan costs effective July 1, 2021 and an additional 4% health plan cost increase effective July 1, 2022. The estimated impact associated with these two *Enterprise Issues* will serve as a placeholder to account for employee pay and benefits cost for the 2021-2023 biennium as agency biennial budget requests are constructed. Amount ultimately included in agency budgets for the 2021-2023 biennium will be determined through the budget setting process, including the outcome of bargaining with labor organizations representing the state workforce. See *Section I – Operating Budget Request, Part C – Issues, Issues – Narrative Content*, and *Issues – Enterprise Issues* for more information.

Budget Modifications

The budget modification process for the 2021-2023 biennial budget request requires that agencies with General Fund appropriations submit modifications at the 95% base level. Budget modifications represent the lowest priorities for continued or additional new funding within the budget request and will be considered as such during the budget process. The 95% base level is intended to generate a number of thoughtful choices and priorities for each affected agency for the Governor's and Legislature's consideration and that agencies will give serious attention to their identification of modifications.

Certification of Evidence-Based Programs and Practices

Pursuant to statute section 81-1113(4)(a), R.S.Supp. 2018, each department and agency shall certify with their biennial budget request, for each program or practice it administers, whether such program or practice is an evidence-based program or practice, or, if not, whether such program or practice is reasonably capable of becoming an evidence-based program or practice.

An Excel template form is provided on the State Budget Division website at <http://budget.nebraska.gov/instructions.html>. The Excel template must be used by agencies for identifying all programs and practices they administer and for indicating whether the programs or

practices are evidence-based or reasonably capable of becoming evidence-based. Use the file attachment function to attach the agency completed certification form to the Executive Summary, Management Processes, and Service Delivery Methods tab of the Agency Narrative screen.

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 assigned State Budget Division budget analyst must be contacted to explain the revisions. The NBRRS System Administrator will “post” the final version to the web.

Mid-Biennium Budget Requests for FY 2020-21

Mid-Biennium budget requests for FY 2020-21 will be submitted using the NBRRS. The instructions will be posted on the State Budget Division website.

The deadline for submission of supplemental deficit requests for FY 2020-21 will be Wednesday, October 21, 2020. If the FY 2020-21 mid-biennium request results in higher costs for subsequent years, those amounts should also be identified in the supplemental deficit request. The 2021-2023 biennium budget request should not assume any change in the current FY 2020-21 base appropriation related to anticipated FY 2020-21 mid-biennium requests. In other words, the FY 2020-21 base appropriation entered in the NBRRS should reflect appropriations as of the completion of the 2019 legislative session and part of the 2020 session. Any necessary continuation funding for an FY 2020-21 mid-biennium request should be included as an Issue in the agency’s 2021-2023 biennial budget request.



Administrative Services State Budget Division

NEBRASKA BUDGET REQUEST AND REPORTING SYSTEM

SECTION I

Operating Budget Request

Part A — Narratives

Agency Narrative Instructions

Purpose

- To document the agency's authority to carry out programs, state agency purpose, identify significant issues, articulate management strategies, and communicate the agency's strategic plan.

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 five tabs. See the Narrative Content section below for instructions on the content of 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 text 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 contains a single unlimited text window.

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

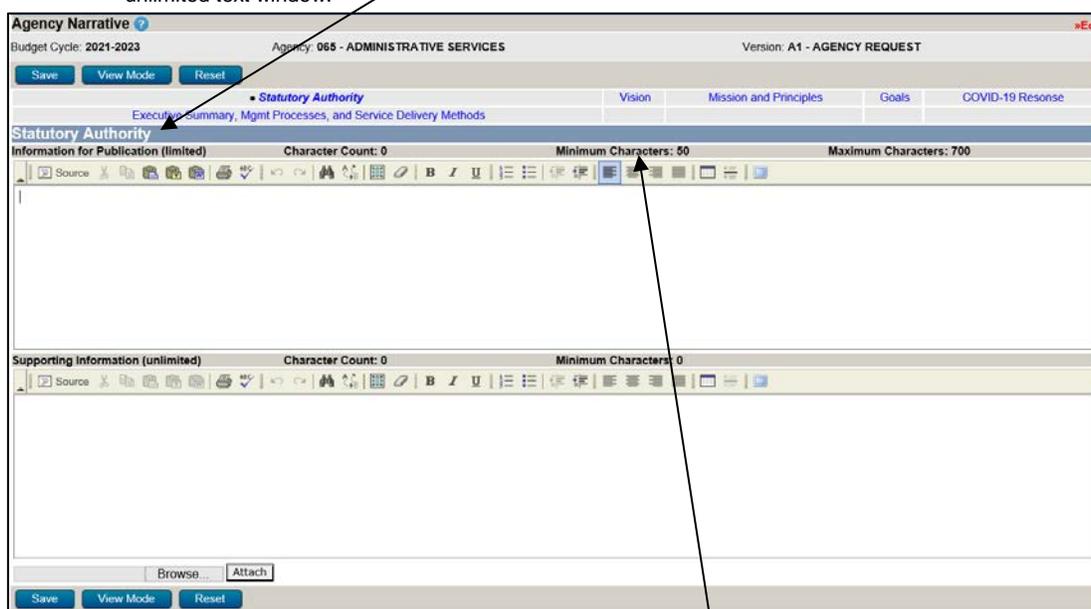
Start-Up TIP

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.
- If the number of characters in the section exceeds the **Maximum Characters** allowed then the information will **NOT** be saved but the **Character Count** value will be updated. Reduce the number of characters to under the maximum, then save.
- Use the edit window **button bar** for standard word processing features. If any of the buttons look unfamiliar, point your mouse over the icon for a description of that feature. The **Maximize the Editor Size** button simply toggles you back and forth from full-screen editor mode to the normal screen.
- **Copy & Paste** text into the edit windows using either the Ctrl-C and Ctrl-V functions (i.e., pressing the Control key & the V key at the same time) or the **Copy** and **Paste** 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 at lower left 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.

Agency Narrative Instructions

Agency Narrative Content

The biennial State budget process is intended to support the development of budget requests within a strategic results-based process. The agency's narrative should document its authority to carry out programs, state 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.
- **COVID-19 Response:** Please describe the significant operational changes implemented by your agency during the COVID-19 public health emergency.
 - Identify any savings and/or additional costs due to these operational changes.
 - Describe the operational changes, if any, you have implemented or propose to implement as a result of this experience on a continuing basis in the 2021-2023 biennium.
- **Executive Summary, Management Processes, and Service Delivery Methods** – Provide a comprehensive review of the budget request. Also, describe the agency's process improvement strategies.
 - Highlight:
 - any proposed redirection or request for additional public resources
 - designated budget request priorities, and
 - significant matters affecting the agency's budget request.Agencies are encouraged to cross-reference the highlighted items to specific Issues, expenditure objects, or other data or information included in the budget request submission.
 - Fully describe significant 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 should be included on this tab using the  button.
 - Finally, summarize the agency's management processes and identify its specific service delivery methods. What process improvement strategies will be employed or are under development for the 2021-2023 biennium that will improve results and/or lower the cost of service delivery? Please identify any indirect or direct cost savings resulting from process improvements that have been redirected or reduced from the budget request.

AGENCY STRATEGIC PLAN: Please use the file attachment functionality to attach PDF versions of any additional strategic plans developed by your agency, independent of the strategic results-based statement of vision, mission and principles, goals, division and program objectives, and performance measures included elsewhere in the Nebraska Budget Request and Reporting System screens.

EVIDENCE-BASED ACTIVITIES: Pursuant to [81-1113\(4\), R.S. Supp., 2018](#), each department and agency shall certify, for each program or practice it administers, whether such program or practice is an evidence-based program or practice, or, if not, whether such program or practice is reasonably capable of becoming an evidence-based program or practice.

Please complete the Excel template provided on the State Budget Division website at <http://budget.nebraska.gov/instructions.html> under Section I, Part A - Agency Narrative. Use the file attachment function within NBRRS to attach the agency completed certification of evidence-based or reasonably capable of becoming evidence-based programs and practices.

Division Narrative Instructions

Purpose

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

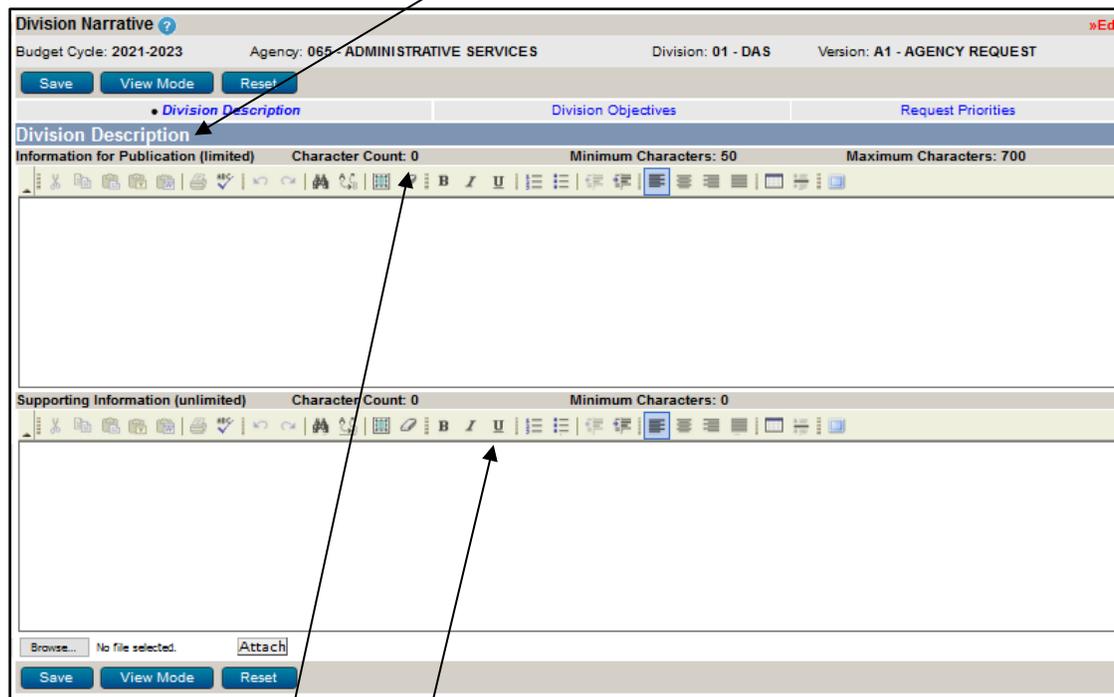
Getting Started

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.
- If the number of characters in the section exceeds the **Maximum Characters** allowed then the information will **NOT** be saved but the **Character Count** will be updated. Reduce the number of characters to under the maximum, then save.
- 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.
- **Attach supporting files** (e.g., organizational chart graphics, picture/sound files, etc.) by clicking the **Browse...** button to locate the desired file and then clicking the **Attach** button. Attachments should not be referenced in the limited Information for Publication edit window as the attachments will not be included with all reports.

Start-Up TIP

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

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

Time-Saver TIP

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

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

Save

Formatting TIP

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

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

Division Narrative Instructions

Division Narrative Content

The biennial State budget process is intended to support the development of budget requests within a strategic results-based 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** – Describe the division's priorities relative to the requested funding, including a priority listing of the Issues submitted as part of the budget request.

Program Narrative Instructions

Purpose

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

Getting Started

In the left-margin menu, 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).

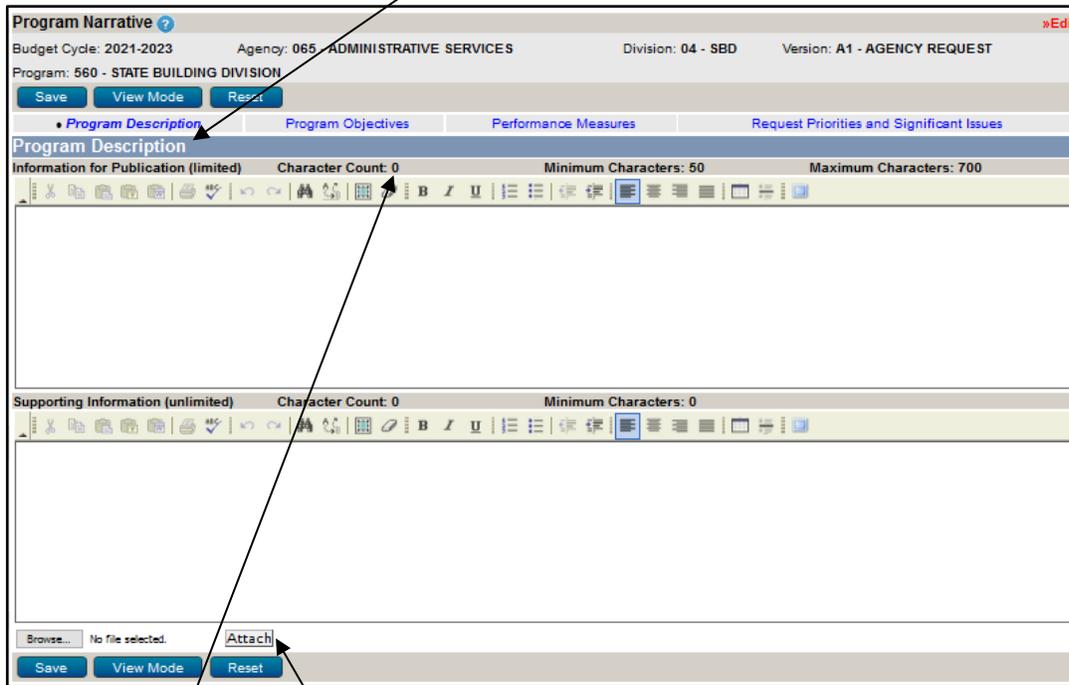
1. Select a **narrative tab** and click **Edit** to begin entering information. The Program Narrative screen contains four tabs. See the Narrative Content section below for content instructions on each tab.

- The narrative tab currently selected appears in the **information bar**.
- Narrative tabs with two edit windows are limited to a minimum and maximum number of characters as defined 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.

Start-Up TIP

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

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



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.

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- If the number of characters in the section exceeds the **Maximum Characters** allowed then the information will **NOT** be saved but the **Character Count** will be updated. Reduce the number of characters to under the maximum, then save.
- 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 **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.

Program Narrative Instructions

Program Narrative Content

The biennial State budget process is intended to support the development of budget requests within a strategic results-based process. The agency's program narrative should describe the program, state 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.

Additional reports may be attached that document operational performance, and/or process improvements.

IMPORTANT NOTE: 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://budget.nebraska.gov/instructions.html> 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. A file naming convention that includes the program number, such as "Prog 509 performance measures", is requested as it will aid in file organization.

Elements/columns of the template are as follows:

- **Sequence** – a column available for a user determined sort order (optional)
 - **Ag#** - the agency number as assigned by the budget appropriations bills (required)
 - **Prog#** - the budget program number as assigned by the budget appropriations bills (required)
 - **Subprog#** - the subprogram number as determined by the agency for financial monitoring purposes (optional)
 - **Performance Indicator Description** – an easily understood general description of the performance measure; ideally a description that will allow a layperson to understand the activity (required)
 - **Category** – use items a) through e) above under performance measures (required)
 - **Type** – indicate the format of the quantitative measures; i.e. numeric, percent, other (required)
 - **Historical Measures** – indicate the actual quantitative value that resulted from the agency's activities for each year (required, to the extent available)
 - **Current Year** – indicate the projected quantitative value that will be the result of the agency's activities (required)
 - **Future Measures** – indicate the projected quantitative value that will be the result of the agency's activities based on the requested level of funding (required)
 - **Request Issue(s)** – a cross reference to any budget request Issues that will have a direct impact on the performance measure (required, if applicable)
 - **Budget Mod(s)** – a cross reference to any budget modifications that will have a direct impact on the performance measure (required, if applicable)
 - **Positive Measure Impact** – short narrative on the positive consequences if performance objective is achieved (required)
 - **Negative Measure Impact** – short narrative on the negative consequences if performance objective is not achieved (required)
- **Request Priorities and Significant Issues** - In addition to describing request priorities and budget request Issues that require additional program funding, any proposed redirection of existing resources should also be described. Also, identify significant internal or external forces that will affect program performance.



Administrative Services State Budget Division NEBRASKA BUDGET REQUEST AND REPORTING SYSTEM

Program Key Performance Indicators Instructions

Performance Measures - The measures used by the agency to determine the cost, efficiency, effectiveness, and results of the 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.

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://budget.nebraska.gov/instructions.html> 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. A file naming convention that includes the program number, such as "Prog509 performance measures", is requested as it will aid in file organization.

Elements/columns of the template are as follows:

- **Sequence** – a column available for a user determined sort order (optional)
- **Ag#** - the agency number as assigned by the budget appropriations bills (required)
- **Prog#** - the budget program number as assigned by the budget appropriations bills (required)
- **Subprog#** - the subprogram number as determined by the agency for financial monitoring purposes (optional)
- **Performance Indicator Description** – a easily understood general description of the performance measure; ideally a description that will allow a layperson to understand the activity (required)
- **Category** – use items a) through e) above under performance measures (required)
- **Type** – indicate the format of the quantitative measures; i.e. numeric, percent, other (required)
- **Historical Measures** – indicate the actual quantitative value that resulted from the agency's activities for each year (required, to the extent available)
- **Current Year** – indicate the projected quantitative value that will be the result of the agency's activities (required)
- **Future Measures** – indicate the projected quantitative value that will be the result of the agency's activities based on the requested level of funding (required)
- **Request Issue(s)** – a cross reference to any budget request Issues that will have a direct impact on the performance measure (required, if applicable)
- **Budget Mod(s)** – a cross reference to any budget modifications that will have a direct impact on the performance measure (required, if applicable)
- **Positive Measure Impact** – short narrative on the positive consequences if performance objective is achieved (required)
- **Negative Measure Impact** – short narrative on the negative consequences if performance objective is not achieved (required)

Contact your Administrative Services State Budget Division Budget Analyst if you have any questions.



Administrative Services State Budget Division

NEBRASKA BUDGET REQUEST AND REPORTING SYSTEM

SECTION I

Operating Budget Request

Part B — Base

Permanent Salaries Base Instructions

Purpose

- To provide a detailed breakdown, by Job Code, of the Permanent Salaries (Object Code 511100) base, as authorized by a budget bill and/or an A-Bill. It also shows FTE, or Full-Time Equivalent, teammates 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).
- 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).
- FTE and salary history is pre-loaded into the system. Unchecking the FY18, FY19 or FY20 History boxes and clicking **Change** removes those columns from the display.

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

Start-Up TIP

If any of the 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.

Job Code	Job Title	FY18 FTE	FY18 Actual	FY19 FTE	FY19 Actual	FY20 FTE	FY20 Actual	FY21 Cur FTE	FY21 Cur Appr	Est Salary
G19524	BUDGET MGMT	1.04	105,638	1.00	86,888	1.00	86,888			
K09212	BUSINESS MA	1.00	47,236	1.00	47,551	1.00	47,551			
K19511	BUDGET MANA	0.00		0.57	28,635	0.57	28,635			
K19512	BUDGET MANA	3.99	226,607	3.00	168,896	3.00	168,896			
N00250	DAS DIVISIO	1.00	161,781	1.00	162,939	1.00	162,939			
N00700	DISCRETIONA	0.05	5,585	0.00		0.00				
V19513	BUDGET MANA	2.58	221,104	3.00	236,508	3.00	236,508			
Totals		9.66	\$767,951	9.57	\$731,418	9.57	\$731,418	0	\$0	\$0

Time-Saver TIP #1

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

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

Save

2. Enter **Current FTE**, **Current Appropriation** and **June 30 Estimated Salary** for FY 2020-21, or “FY21” for each Job Code. Negative numbers are not permitted.

- Each **Job Code** with current FTE must also provide current Appropriation and vice versa.
- FY21 Cur FTE** represents Full-Time Equivalent teammates based on a 2,080-hour year (e.g., 4 part-time teammates working 10 hours/week equals 1.00 FTE) rounded to two decimal places.
- FY21 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 and/or an A-Bill. Administratively authorized PSL for federal grants approved by the State Budget Division should not be included.
- Est Salary** represents the June 30, 2021 “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, FY21, should be requested as an **Agency Issue** on the **Issue Details** screen.

Job Code	Job Title	FY18 FTE	FY18 Actual	FY19 FTE	FY19 Actual	FY20 FTE	FY20 Actual	FY21 Cur FTE	FY21 Cur Appr	Est Salary
G19524	BUDGET MGMT	1.04	105,638	1.00	86,888	1.00	86,888			
K09212	BUSINESS MA	1.00	47,236	1.00	47,551	1.00	47,551			
K19511	BUDGET MANA	0.00		0.57	28,635	0.57	28,635			
K19512	BUDGET MANA	3.99	226,607	3.00	168,896	3.00	168,896			
N00250	DAS DIVISIO	1.00	161,781	1.00	162,939	1.00	162,939			
N00700	DISCRETIONA	0.05	5,585	0.00		0.00				
V19513	BUDGET MANA	2.58	221,104	3.00	236,508	3.00	236,508			
Totals		9.66	\$767,951	9.57	\$731,418	9.57	\$731,418	0	\$0	\$0

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:

- 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 contained in the **Job Title**.
- Click on .

Search for JobCodes (Agency: 065 - ADMINISTRATIVE SERVICES)

Job Code: Job Title:

Show: 30 per page

1 2 3

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

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

- You may select multiple Job Codes from the search results.
- Sort by **Job Code** or **Job Title** by simply clicking either column header.
- Click to return to the previous screen with the selected Job Code(s).
- Click to clear the criteria entered.
- Click to return to the previous screen without returning a Job Code.
- Job Codes added unnecessarily can be deleted by clicking the button.

Permanent Salaries Base »Edit

Budget Cycle: 2021-2023 Agency: 065 - ADMINISTRATIVE SERVICES Division: 03 - BUD Version: 11 - AGENCY REQUEST

Program: 509 - BUDGET DIVISION Subprogram: 001 - OPERATIONS

Display History: FY18 History FY19 History FY20 History

Job Code:

Job Code	Job Title	FY18 FTE	FY18 Actual	FY19 FTE	FY19 Actual	FY20 FTE	FY20 Actual	FY21 Cur FTE	FY21 Cur Appr	Est Salary	Delete
A19211	ACCOUNTANT										<input type="button" value="Delete"/>
G19524	BUDGET MGMT	1.04	105,638	1.00	86,888	1.00	86,888				
K09212	BUSINESS MA	1.00	47,236	1.00	47,551	1.00	47,551				
K19511	BUDGET MANA	0.00		0.57	28,635	0.57	28,635				
K19512	BUDGET MANA	3.99	226,607	3.00	168,896	3.00	168,896				
N00250	DAS DIVISIO	1.00	161,781	1.00	162,939	1.00	162,939				
N00700	DISCRETIONA	0.05	5,585	0.00		0.00					
V19513	BUDGET MANA	2.58	221,104	3.00	236,508	3.00	236,508				
Totals		9.66	\$767,951	9.57	\$731,418	9.57	\$731,418	0	\$0	\$0	

Time-Saver TIP #2
To copy data from the **FY21 Cur Appr** column to the **Est Salary** column, use the button.

NOTE: The **Est Salary** column should include the annualized impact of any mid-year salary increases and thus may differ from the **FY21 Cur Appr** column.

4. Click to commit the data entered to the database. The **FY21 Cur Appr** salary total will be automatically inserted into the 511100 Object on the **Base Appropriation** screen.

5. Click to exit Edit Mode. From this point you can select another Program or Subprogram.

CAUTION: You must click 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 and/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 **FY18**, **FY19** or **FY20 History** boxes and clicking **Change** removes those columns from the display (also see Screen Tip on the right margin). **NOTE:** FY20 Actual will not be available until early July 2020.

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

Start-Up TIP

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

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

Time-Saver TIP

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

2. Enter **FY20 Re-appropriation** and **FY21 Current Appropriation** for each Object Code. Note that negative numbers are not permitted.

- FY20 Reappr** should equal the allocation to this subprogram of the program's unexpended balance of FY 2019-20 appropriation (i.e. reappropriations and encumbrances).
- FY21 Cur Appr** is the **new** appropriation authority allocated to the subprogram as authorized by a budget bill and/or an A-Bill. Re-appropriations and encumbrances should be included in the FY20 Reappr column. Federal or cash fund appropriation administratively provided for FY21 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.

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 Year and Reappropriation** and **Funding** sections will collapse or expand by clicking the blue triangle icon.
- NOTE:** The Object Code 511100-Permanent Salaries-Wages for FY21 Cur Appr is shaded, indicating it cannot be edited and is linked to the **Permanent Salaries Base** screen.

3. At an agency's request, the State Budget Division will extract the FY 2020-21 Budget Status Report "Budgeted Amount" (subprogram level data from the BUAPPROP, BUREAPPR, and BUENC sub-ledgers) from the EnterpriseOne accounting system for import. See the State Budget Division's memo regarding the FY 2020-21 Budget Status Report for more information.

Base Appropriation Instructions

- To add Object Codes, either enter a known **Object Code** and click the **Add** button; or click the **Search Object Codes** button to search by Object Code or Object Description.
 - 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 contained in the description. Click on **Search**.
 - The Major Account selection limits the search results to that group of object codes.

Search for Object Codes (Agency: 065 - ADMINISTRATIVE SERVICES Program: 049 - DEPARTMENTAL ADMINISTRATION)

Object Code: Object Description: Major Account: ALL EXPENDITURES

Show: 30 per page

1 2 3 4 5 6 7 8

223 Object Codes found, displaying 61 to 90. Page 3 / 8

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

- You may select multiple Object Codes from the search results. Click **Submit** to return to the previous screen with 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.

Base Appropriation xEdit

Budget Cycle: 2021-2023 Agency: 065 - ADMINISTRATIVE SERVICES Division: 01 - DAS Version: A1 - AGENCY REQUEST

Program: 049 - DEPARTMENTAL ADMINISTRATION

▼ Base Year and Reappropriation

Subprogram: 000 - OPERATIONS Major Account: ALL EXPENDITURES

Display History: FY18 History FY19 History FY20 History

Object Code:

Object Code	FY18 Actual	FY19 Actual	FY20 Actual	FY20 Reappr	FY21 Cur. Appr	Delete
511100-PERMANENT SALARIES-WAGES	214,467	351,687	351,687	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
511300-OVERTIME PAYMENTS		28	28	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>
511800-PER DIEM PAYMENTS				<input type="text"/>	<input type="text"/>	
515100-RETIREMENT PLANS EXPENSE	16,067	26,337	26,337	<input type="text"/>	<input type="text"/>	
515200-FICA EXPENSE	15,729	25,248	25,248	<input type="text"/>	<input type="text"/>	

- Enter **Funding** amounts for both the **FY20 Reappr** and **FY21 Cur Appr** columns as needed.
 - Funding amounts must be entered separately for Operations and Government Aid.
 - The total of the funding amounts entered must balance with the total of the amounts entered by Object Code.
 - The system requires that Operations and Government Aid object totals balance to Operations and Government Aid Funding before the budget request can be submitted.
 - The Major Account filter controls what group of object codes 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).

ALL EXPENDITURES

-- Select

- ALL EXPENDITURES
- OPERATIONS
- PERSONAL SERVICES
- SALARIES
- BENEFITS
- OPERATING EXPENSES
- TRAVEL EXPENSES
- CAPITAL OUTLAY
- GOVERNMENT AID

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

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 .
 - Un-checking the box and clicking returns the system to the *Whole Dollar* entry method.
- i. *Whole Dollar* method
 - Enter amounts, by fund type, for each year.
 - Be sure to determine the amounts to be entered for Operations and Government Aid.
 - System will calculate totals and variance when or are clicked.
 - **NOTE:** System will only save dollar amounts, not percentages.
- ii. *Percentage* Method
 - Enter percentage amount, by fund type, for FY20 re-appropriation and FY21 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 for both the Operations and Government Aid Funding sections.
 - Upon or , the system will calculate a dollar amount based upon the percentage. You may need to correct the effect of rounding using the *Whole Dollar* method.
 - **NOTE:** System will only save the dollar amounts, not percentages.

Enter Data In Percentages

Operations Funding						
	FY18 Actual	FY19 Actual	FY20 Actual	FY20 % Reappr	FY21 % Cur. Appr	
General Fund					100.00	152,464
Cash Fund						
Federal Fund						
Revolving Fund	462,030	903,984	903,984			
Other Fund						
Total	\$462,029	\$903,984	\$903,984	0.00	\$0	100.00

Government Aid Funding						
	FY18 Actual	FY19 Actual	FY20 Actual	FY20 % Reappr	FY21 % Cur. Appr	
General Fund						
Cash Fund						
Federal Fund						
Revolving Fund						
Other Fund						
Total	\$0	\$0	\$0	0.00	\$0	0.00

Total Funding						
	FY18 Actual	FY19 Actual	FY20 Actual	FY20 % Reappr	FY21 % Cur. Appr	
General Fund				0.00	0	100.00
Cash Fund				0.00	0	0.00
Federal Fund				0.00	0	0.00
Revolving Fund	462,030	903,984	903,984	0.00	0	0.00
Other Fund				0.00	0	0.00
Total	\$462,030	\$903,984	\$903,984	0.00	\$0	100.00
PSL	\$214,467	\$351,716	\$351,716		\$0	\$0

Variance (This section will be updated on Save)						
	FY18 Actual	FY19 Actual	FY20 Actual	FY20 Reappr	FY21 Cur. Appr	
Total Request	\$462,030	\$903,984	\$903,984	\$0	\$0	\$152,464
Total Funding	\$462,030	\$903,984	\$903,984	\$0	\$0	\$152,464
Variance	\$0	\$0	\$0	\$0	\$0	\$0

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

Variance (This section will be updated on Save)						
	FY18 Actual	FY19 Actual	FY20 Actual	FY20 Reappr	FY21 Cur. Appr	
Total Request	\$462,030	\$903,984	\$903,984	\$0	\$0	\$152,464
Total Funding	\$462,030	\$903,984	\$903,984	\$0	\$0	\$15,000
Variance	\$0	\$0	\$0	\$0	\$0	\$137,464

- The system will calculate the variance for total **FY20 Re-appropriations** and **FY21 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.

7. Click 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.



Administrative Services State Budget Division

NEBRASKA BUDGET REQUEST AND REPORTING SYSTEM

SECTION I

Operating Budget Request

Part C — Issues

Issue Details Instructions

Purpose

- To provide a distinct “decision point” developed by the agency for its budget request within which the agency requests a change in appropriation and/or personal service limitation for consideration by the Governor and Legislature (the change is relative to the base appropriation and personal service limit level). Issues are categorized into Issue Types. They include Agency Issues (specific to the agency), IT Issues (an issue created 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 2021-2023 biennial budget request). Multi-Agency Issues are created and assigned at the request of agencies and with approval from the State Budget Office.

Start-Up TIP

If any of the 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 **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).

Create a New Agency Issue

1. Select **Agency Issue** from the **Issue Type** drop-down menu and then select “**=== New ===**” from **Issue**.
 - The system will enter NEW mode. While in NEW mode, the **Issue Name** must be entered and saved 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 **Issue Name** and **Description** for the Issue and click **Save**.
 - The name of the Issue will now appear beside **Issue**.
 - The **Description** field allows more explanation regarding the nature of the selected **Issue** and should only be about a sentence long. Use the **General Description** narrative tab to provide a more detailed explanation of the **Issue**.

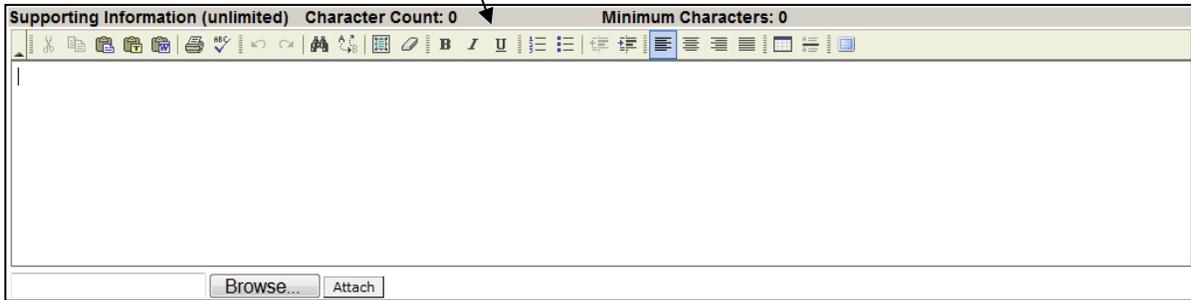
3. Continuing on the Issue’s **Narrative** tab, begin to enter narrative information. The Issue Details narrative contains five tabs. See the Narrative Content section below for content guidelines on each tab.
 - The narrative tab currently selected appears in the **information bar**.
 - Narrative tabs with two edit windows are limited to a minimum and maximum number of characters which is pre-defined based on the screen. Text in the limited edit windows should be viewed as a summary of what is presented in the second, unlimited edit window. The limited edit 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

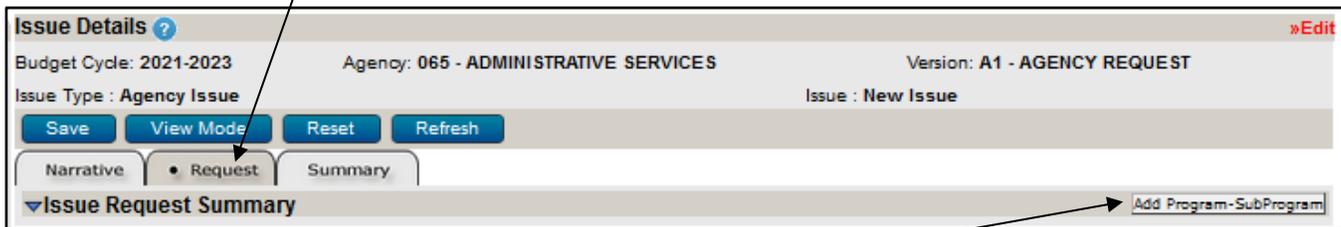
Avoid the use of *hard returns* when entering narrative text. Using hard returns prevents normal text “wrap” and hinders publication.

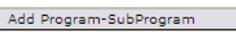
Issue Details Instructions

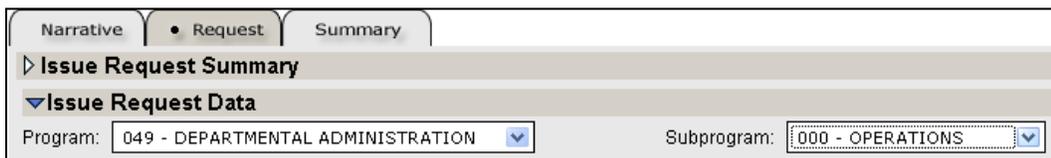
- If the number of characters in the section exceeds the **Maximum Characters** allowed the information will **NOT** be saved but the **Character Count** will be updated. Reduce the number of characters to under the maximum, then save.
- Use the edit window **button bar** for standard word processing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



4. Click  to commit the narrative entered to the database.
5. Select the Issue's **Request** tab to provide detailed financial information for the Issue by Job Code, Object Code and Fund Type at the subprogram level. The contents of this screen tab are blank at the creation of a new Issue.



6. Begin adding **Issue Detail** (Program / Subprogram combinations) to the Issue:
 - Click  to add financial data for each respective Program / Subprogram combination affected by the Issue.
 - You may add as many Program / Subprogram combinations as are needed and relevant to the Issue.
 - Click on the blue Program link in the **Issue Request Summary** section to load a specific previously entered Program / Subprogram combination.
7. Select a **Program** and **Subprogram** from the drop-downs to add job code, object code, and funding detail for that subprogram.
 - Be sure to click  before attempting to change or add a Program / Subprogram combination.



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 contained 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 **Delete** button.

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 requested change from the Base Appropriation).
- 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 FY22 to FY23** 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 FY22 and FY23 salary totals will be automatically inserted into the 511100 Object Code.

Time-Saver TIP #2
To copy data from the **FY22** column to the **FY23** column, use the **Copy FY22 to FY23** button.

Caution: This will overwrite any amounts already entered in **FY23**.

Issue Details Instructions

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 contained in the description. Click on **Search**.
- Use the Major Account drop-down to limit the search results.

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

Object Code : Object Description: Major Account:

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

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

Object Codes

Object Code:

Object Code	Description	FY22 Request	FY23 Request	Delete
511100	PERMANENT SALARIES-WAGES	50,000	75,000	
515100	RETIREMENT PLANS EXPENSE	2,500	2,500	<input type="button" value="Delete"/>
515200	FICA EXPENSE	2,700	2,700	<input type="button" value="Delete"/>
515400	LIFE & ACCIDENT INS EXP			<input type="button" value="Delete"/>
515500	HEALTH INSURANCE EXPENSE	14,000	14,000	<input type="button" value="Delete"/>
516300	EMPLOYEE ASSISTANCE PRO			<input type="button" value="Delete"/>
Totals		\$69,200	\$94,200	

- Object Codes added unnecessarily should 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 requested change from the Base Appropriation).

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

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

Time-Saver TIP #3

To insert job codes and/or object codes used historically in the selected Program-Subprogram combination, use the

and

buttons.

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

Issue Details Instructions

14. Enter **Funding** amounts for both the **FY22 Funding** and **FY23 Funding** columns.

- Funding amounts must be entered separately for Operations and Government Aid.
 - The total of the funding amounts entered must balance with the total of the amounts entered by Object Code.
 - The system requires that Operations and Government Aid object totals balance to Operations and Government Aid Funding 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 <input type="checkbox"/> Change			
Operations Funding					
Fund Type	Total	FY22 %	FY22 Funding	FY23 %	FY23 Funding
General Fund	\$0				
Cash Fund	\$0				
Federal Fund	\$163,400	100.00	69,200	100.00	94,200
Revolving Fund	\$0				
Other Fund	\$0				
Total Operations Funding	\$163,400	100.00	\$69,200	100.00	\$94,200
Government Aid Funding					
Fund Type	Total	FY22 %	FY22 Funding	FY23 %	FY23 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	FY22 %	FY22 Funding	FY23 %	FY23 Funding
General Fund	\$0	0	0	0	0
Cash Fund	\$0	0	0	0	0
Federal Fund	\$163,400	100.00	69,200	100.00	94,200
Revolving Fund	\$0	0	0	0	0
Other Fund	\$0	0	0	0	0
Total	\$163,400	100.00	\$69,200	100.00	\$94,200
PSL Request	\$125,000		\$50,000		\$75,000
Variance					
Total	FY22	FY23			
Total Request	\$163,400	69,200	94,200		
Total Funding	\$163,400	69,200	94,200		
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 and clicking [Change](#) 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 **FY22 Funding** and **FY23 Funding**.
 - 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 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	FY22	FY23
Total Request	\$163,400	69,200	94,200
Total Funding	\$133,400	69,200	64,200
Variance	\$30,000	0	30,000

- The system will calculate the variance total for **FY22** and **FY23**. 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.

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

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.

Issue Details ? »View Only

Budget Cycle: 2021-2023 Agency: 065 - ADMINISTRATIVE SERVICES Version: A1 - AGENCY REQUEST

Issue Type: Agency Issue Issue: Attorney from State Purchasing to Central Legal

[Edit](#) [Delete](#)

Narrative • Request • Summary

▼ Issue Request Summary

Program†	Subprogram	FY22 Request	FY23 Request
049 - DEPARTMENTAL ADMINISTRATION	000 - OPERATIONS	\$69,200	\$94,200
171 - MATERIEL DIVISION	000 - ADMIN	-\$50,000	-\$50,000
Total		\$19,200	\$44,200

- The currently selected Issue may be deleted by clicking the [Delete](#) button while the screen is in View Mode (also see the Issues Summary screen).

2. Click [Edit](#) to begin editing the Issue.
 - Select the *Narrative*, *Request* or *Summary* tab as needed.

Issue Details ? »Edit

Budget Cycle: 2021-2023 Agency: 065 - ADMINISTRATIVE SERVICES Version: A1 - AGENCY REQUEST

Issue Type: Agency Issue Issue: Attorney from State Purchasing to Central Legal

[Save](#) [View Mode](#) [Reset](#) [Refresh](#)

Narrative • Request • Summary

▼ Issue Request Summary [Add Program-SubProgram](#)

Program†	Subprogram	FY22 Request	FY23 Request	Delete
049 - DEPARTMENTAL ADMINISTRATION	000 - OPERATIONS	\$69,200	\$94,200	
171 - MATERIEL DIVISION	000 - ADMIN	-\$50,000	-\$50,000	
Total		\$19,200	\$44,200	

- 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.
- You may delete a Program / Subprogram combination from the Issue in the **Issue Request Summary** section by clicking the button while in Edit Mode.
 - This will only delete the selected Program / Subprogram, not the entire Issue.
- Follow Steps 3-16 under Create a New Issue above to continue editing the existing issue.

Issue Details Instructions

Issues – Narrative Content

The state’s biennial budget process is intended to support the development of budget requests within a strategic result-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 if enacted.

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. This information may include a business plan, an analysis of the return on investment, or a process improvement report.

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

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

Two Enterprise Issues have been established for the 2021-2023 biennial budget. Additional Enterprise Issues may be added at the discretion of the State Budget Division.

Issue Name	Purpose
2021-2023 Teammate Salary Increase	<p>Use as a placeholder with the assumption of a salary increase of 2.0%, effective July 1, is provided in each year of the next biennium.</p> <ul style="list-style-type: none"> ➤ For purpose of this issue, agencies should use a 2.0% annual increase over the FY21 Permanent Salary Base. ➤ For FY23, agencies should use a 2.0% annual increase over the FY22 requested Permanent Salaries Base. ➤ Use Job Code ZZNEWSAL. Combine all teammates into this one Job Code. ➤ Retirement and FICA should be included as part of the estimate. ➤ No increase in FTE should be included. ➤ If any Request Issues include additional staff, the 2.0% percent increase should be included in the specific Issue. <p>An agency may choose to enter the request amounts in one subprogram for each program as an alternative to entering amounts for every subprogram.</p>
2021-2023 Teammate Health Insurance	<p>Use as a placeholder with the assumption that the cost related to provide Teammate Health Insurance will increase.</p> <ul style="list-style-type: none"> ➤ For purpose of this issue, agencies should use a 4.0% increase over the FY21 base appropriation allocated to object code 515500. ➤ For FY23, agencies should use a 4.0% increase over the FY22 requested appropriations allocated to object code 515500. ➤ Use Object Code 515500 for the percentage increase. ➤ If any Request Issues include additional staff, the percent increase for each year should be included in the specific Issue

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.

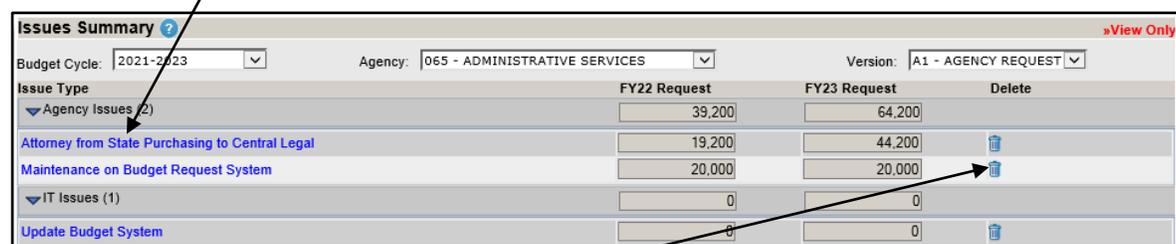
Getting Started

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**.

Open an Issue for Viewing or Editing

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



Issue Type	FY22 Request	FY23 Request	Delete
Agency Issues (2)	39,200	64,200	
Attorney from State Purchasing to Central Legal	19,200	44,200	
Maintenance on Budget Request System	20,000	20,000	
IT Issues (1)	0	0	
Update Budget System	0	0	

Delete an Issue

1. Clicking the  button (only a user with the Agency Administrator role will see the button) will delete the entire Issue. Click on OK to confirm the deletion.

Start-Up TIP

If any of the 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.

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





Administrative Services State Budget Division

NEBRASKA BUDGET REQUEST AND REPORTING SYSTEM

SECTION I

Operating Budget Request

Part D — Funds Analysis

Funds Analysis Instructions

Purpose

- To show the relationship of the receipts and/or expenditures of each Cash Fund, Federal Fund and Revolving Fund to 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 indicates the amount available for appropriation for each respective fund. Agencies are expected to complete a narrative for all Federal Funds and Grants.

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.

Start-Up TIP

If any of the 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.

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

Screen TIP

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

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

Funds Analysis											View Only
Budget Cycle:		2021-2023		Agency:		065 - ADMINISTRATIVE SERVICES		Version:		A1 - AGENCY REQUEST	
Fund:		26560 - VACANT BUILDING									
Fund Equity Total July 1		FY18 Actual	FY19 Actual	FY20 Actual	FY21 Estim	FY22 Estim	FY23 Estim				
		0	\$524,866	\$259,551	-\$5,764	\$219,236	\$495,236				
Receipts											
Object Codes	Ag1	Pgm	SP	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Estim	FY22 Estim	FY23 Estim	Authority	
481100-INVESTMENT INCOME	065	560	003	19,757	29,554	29,554	25,000	26,000	26,000		
482100-LAND USE REVENUE	065	560	003	112,592	101,992	101,992	200,000	250,000	300,000		
483400-OTHER RENTAL REVENUE	065	560	003	-25							
484500-REIMB NON-GOVT SOURCES	065	560	003	33							
481301-DISPOSAL - PROCEEDS	065	560	003	445,903							
483200-OPERATING TRANSFERS OUT	065	560	003		-386,550	-386,550					
Total Receipts				\$578,260	-\$255,004	-\$255,004	\$225,000	\$276,000	\$326,000		

1. Click **Edit** to begin entering amounts for the selected Fund.
2. Provide the Fund's **Fund Equity Total July 1** for FY18 (this would be July 1, 2017).
 - Expenditure and receipt history is pre-loaded into the system, however, you must provide the Fund Equity Total July 1 for FY18 (i.e., 7/1/17 "beginning balance"). Equity totals are either available with an EnterpriseOne **Trial Balance By Fund** inquiry or using the EnterpriseOne **Fund Summary Report** (click the provided [link](#) to view a searchable copy of the FY18 year-end report in PDF format). See the **Fund Summary by Fund** report example below, where the FY18 Fund Equity Total, or "beginning balance" is identified.
 - Beginning balances for the following years are automatically calculated.
 - Fund Equity 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".

Agency Number 065 ADMINISTRATIVE 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	398,991.65-		1,040,699.83	
	139901 AR INVOICED (SYSTEM)	24.96		24.96	
	Fund 26560 Assets Total	398,966.69-		1,040,724.79	
Liabilities	200000 Liabilities				
	211700 REC'D - NOT VOUCHERED (S				7,706.75
	Fund 26560 Liabilities Total				7,706.75
Fund Equity	300000 Fund Equity				
	349100 UNDESIGNATED				785,958.81
	Fund 26560 Fund Equity Total				785,958.81

- Any fund lapses or transfers out should be shown as negative receipts (use the **493200-Operating Transfers Out** object code).

Funds Analysis Instructions

- Provide Receipt and Expenditure estimates for the **FY21 Estim**, **FY22 Estim** and **FY23 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 take into account all budget request “Issues” for FY22 and FY23 plus the FY21 Base Appropriation allocated to the Fund.**
 - 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 explanation in the Funds Analysis Narrative.

Funds Analysis »Edit

Budget Cycle: 2021-2023 Agency: 065 - ADMINISTRATIVE SERVICES Version: A1 - AGENCY REQUEST

Fund: 26560 - VACANT BUILDING

Save View Mode Reset Refresh

• Fund Activity Narrative

	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Estim	FY22 Estim	FY23 Estim
Fund Equity Total July 1	0	\$524,866	\$259,551	-\$5,764	\$219,236	\$495,236

▼ Receipts

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

Object Codes	Ag†	Pgm	SP	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Estim	FY22 Estim	FY23 Estim	Authority
481100-INVESTMENT INCOME	065	580	003	19,757	29,554	29,554	25,000	26,000	26,000	
482100-LAND USE REVENUE	065	580	003	112,592	101,992	101,992	200,000	250,000	300,000	
483400-OTHER RENTAL REVENUE	065	580	003	-25						
484500-REIMB NON-GOVT SOURCES	065	580	003	33						
491301-DISPOSAL - PROCEEDS	065	580	003	445,903						
493200-OPERATING TRANSFERS OUT	065	580	003		-386,550	-386,550				
Total Receipts				\$578,260	-\$255,004	-\$255,004	\$225,000	\$276,000	\$326,000	

- To add additional Receipt **Object Codes**,
 - Select the appropriate **Agency**, **Program** and **Subprogram** the revenue activity will be attributed to from the drop-down menus in the Receipts section.
 - Either enter a known revenue Object Code and click the **Add Object** button; or click the  button to search by Object Code or Description.
- On the search screen, the Object Code field will search for codes that begin with what is entered while the Description field will search for the characters contained 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.
 - Rows containing historical activity cannot be deleted.
- 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 1.75%.

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

Funds Analysis Instructions

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.
 - Click the  button to add additional subprograms one at a time.
 - Agency / Program / Subprogram combinations added unnecessarily can be deleted by clicking the  button.
 - Rows containing historical activity cannot be deleted.

Expenditures										
Agency: --Select				Program: --Select				SubProgram: --Select		
Add Program\SubProgram										
Program desc	Ag	Pgm	SP	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Estim	FY22 Estim	FY23 Estim	Authority
STATE BUILDING DIVISION	065	560	003	53,394	10,310	10,310				
Total Expenditures				\$53,394	\$10,310	\$10,310	\$0	\$0	\$0	
Fund Equity Total				\$524,866	\$259,551	-\$5,764	\$219,236	\$495,236	\$821,236	
Less Encumbrances										
Unobligated Balance							-\$5,764			

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.
12. Continue to the **Narrative** tab and begin to enter narrative information. The Fund Analysis narrative contains six tabs. See the [Narrative Content](#) section below for content guidelines on each tab.
 - The narrative tab currently selected appears in the **information bar**.
 - 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.
 - All narrative tabs contains one edit window that has no limit on the number of characters that can be entered. There may be a minimum number of characters required as indicated by the **Minimum Characters**.

Fund Activity • Narrative

Narrative

- **General Comments**
- Purpose of Grant (Required-Federal Only)
- Grant Characteristics (Required-Federal Only)
- Use of Grant Funds (Required-Federal Only)
- Grant Future Outlook (Required-Federal Only)
- Impact of Potential Reductions (Required-Federal Only)

General Comments

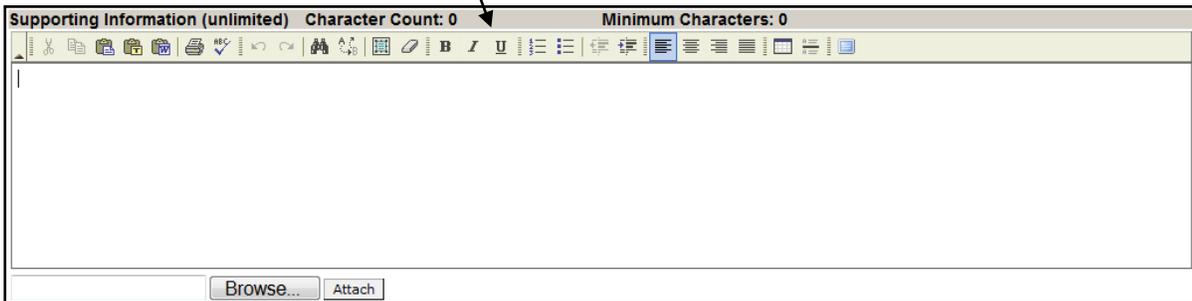
Supporting Information (unlimited) Character Count: 0 Minimum Characters: 25

Browse... Attach

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

Funds Analysis Instructions

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



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

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

Funds Analysis Instructions

Funds Analysis Narrative Content

The narrative portion of the Fund Analysis is intended to provide background information on the various funds that an agency uses to complete their day to day operations. The following is a breakdown of elements of the narrative and the information being requested for each tab.

- **General Comments**
 - Provide explanation for any situations where estimated annual revenues exceed estimated annual expenditures by an amount greater than seven percent for FY 2022-23, or where the estimated June 30, 2023, fund balance exceeds twenty-five percent of FY 2023 expenditures.
 - If applicable, why does the agency believe the balance exceeding the 25% guideline should be maintained?
 - Explain any projected negative fund balances.
 - If your agency determines that an adjustment of fees/charges would be advisable, information should be included outlining any agency proposals for making such adjustments.
 - Provide any additional information that will aid in understanding the revenue source(s), purpose, and use of cash, federal and revolving funds.

The following narrative tabs are for use with federal funds and grants only. Include all information for cash and revolving funds in the General Comments tab.

- **Purpose of Grant (Required-Federal Only)**
 - What is the purpose of the grant according to the awarding federal government agency? Include any additional purpose(s) as provided by any other award documentation or agreements between the awarding federal agency and state agency. In other words, what services are made available as a result of the grant?
 - Please attach the federal grant award letter to this narrative tab.
 - Please indicate if the grant was received in response to the COVID-19 public health emergency.
- **Grant Characteristics (Required-Federal Only)**

Please include the following information and any other relevant information:

 - Is the grant one-time or on-going?
 - If one-time, what is the period of the grant?
 - Does the funding support a mandate?
 - If yes, is it a federal mandate, state mandate, or both? Explain as needed.
 - Is a state or local match required?
 - If yes, describe the match requirement.
 - What is the current fund source of the state match?
 - Is a state or local maintenance of effort required?
 - If yes, describe the MOE requirement(s).
 - What is the current fund source of the state MOE?
- **Use of Grant Funds (Required-Federal Only)**
 - Is the grant passed through to another state and/or local public entity or to a private entity or is it used for agency internal operating expenses? Explain as needed.
 - Does use of the grant funds represent aid to individuals, aid to local governments, locally delivered services, state delivered services, local program administration, state program administration, or indirect costs?
 - Indicate the amount of funding received in response to the COVID-19 public health emergency.
- **Grant Future Outlook (Required-Federal Only)**
 - What information is known relative to the availability of federal funding for this grant in the future?
 - Do any known enacted or proposed federal budget proposals or other presidential or congressional plans include a reduction or elimination of this funding?
 - How much is this reduction? Explain as needed.
- **Impact of Potential Reductions (Required-Federal Only)**
 - Describe the impact of proposed changes to this grant award on the programs supported.
 - Include the likely impact on services and your agency's or other entities' ability to meet any mandates, MOE, or other requirements.



Administrative Services State Budget Division

NEBRASKA BUDGET REQUEST AND REPORTING SYSTEM

SECTION II

Budget Modifications

BUDGET MODIFICATION GENERAL INSTRUCTIONS

The budget modification process, based on a percentage of current new appropriations after certain base adjustments, was initiated to aid the 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 2020-21 level (or at any level less than the total FY 2021-22 request), what services or activities would not be continued or initiated? 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, but are the identification of an agency's lowest priorities and/or least effective functions relative to the agency's goals and objectives within the context of the budget modification process. Agencies are encouraged to consider submission of multiple modifications as necessary to achieve the required base level appropriation while also ensuring submission of quality budget modifications.

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 2020-21 Base Level Appropriation" for this budget request cycle is **95% of current new general fund appropriations for FY 2020-21**, after adjustments. The Legislative Fiscal Office will provide agencies a Form 200 which will include the dollar amount that represents the "FY 2020-21 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 2020-21 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 2021-22.

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, why the particular activity was identified as a modification, and the impact 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 95% requirement.

Definitions

FY 2020-21 Base Level Appropriation – Ninety-five percent of the FY 2020-21 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 2020-21 base level appropriation and the FY 2021-22 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 95% base, i.e., the first function to be funded if appropriation is provided above the 95% 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 affected budget 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).

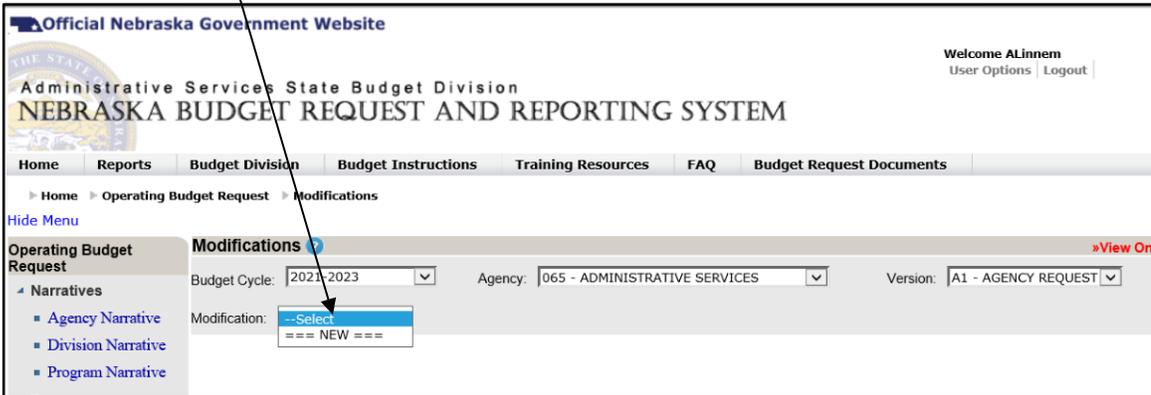
Getting Started

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

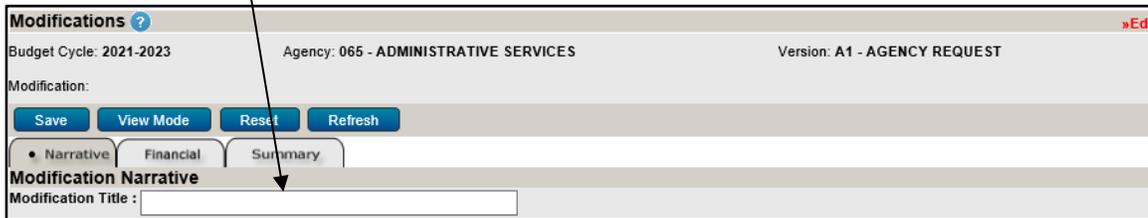
- **Budget Cycle** defaults to the current cycle.
- Select **Agency** and **Version** from the options that have been assigned to you (see Time Saver Tip #1).

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.

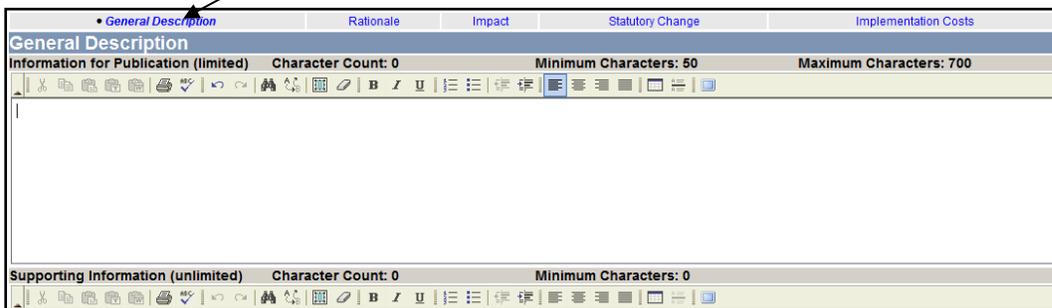


2. Enter a **Modification Title** for the modification and click **Save**.



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

Start-Up TIP

If any of the 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.

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**.

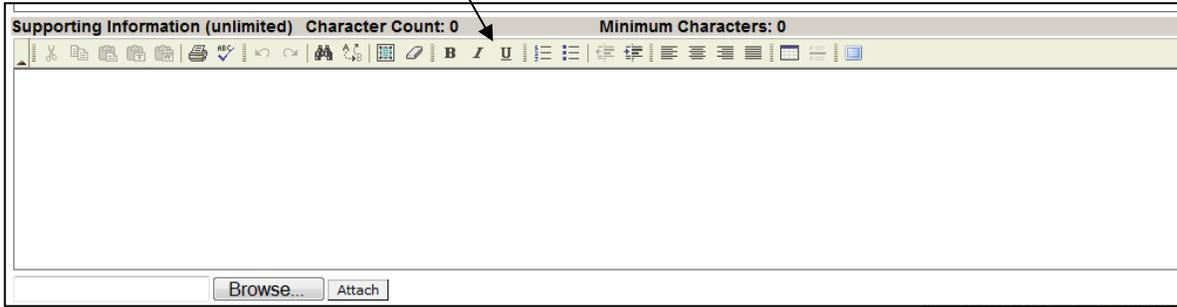
Save

Formatting TIP

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

Budget Modification Details Instructions

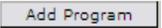
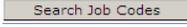
- If the number of characters in the section exceeds the **Maximum Characters** allowed the information will **NOT** be saved but the **Character Count** will be updated. Reduce the number of characters to under the maximum, then save.
- Use the edit window **button bar** for standard word processing features. If any of the buttons look unfamiliar, scroll your mouse over the icon for a description of that feature. The  (i.e., **Maximize the Editor Size**) button simply toggles you back and forth from full-screen editor mode to the normal screen.
- **Copy & Paste** text into the edit windows using either the Ctrl-C and Ctrl-V features (i.e., pressing the Control key and the V key at the same time) or by using the   buttons on the left side of the edit window's button bar. To provide consistent formatting, a standard font style and size will be applied upon clicking .
- **Attach supporting files** (e.g., organizational chart graphics, picture files, etc.) by clicking the  button to locate the desired file and then clicking the  button.

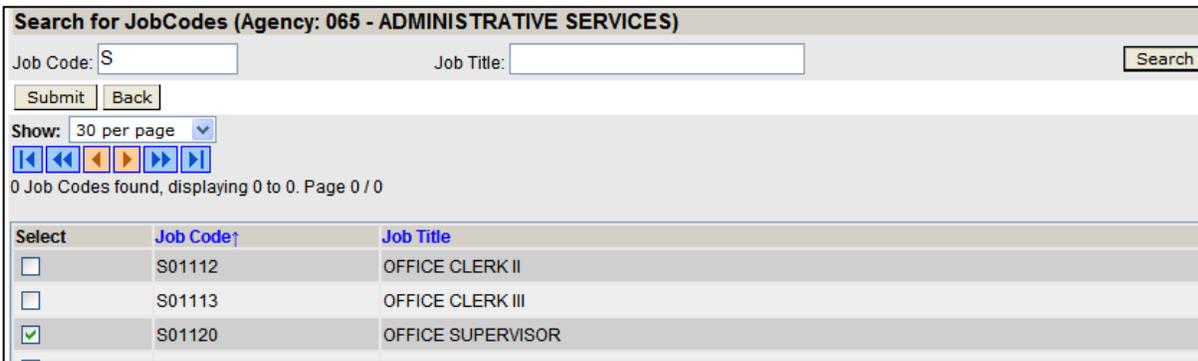


4. Click  to commit the narrative entered to the database.
5. Select the modification's **Financial** tab to provide detailed financial information for the modification by Job Code, Object Code and Fund Type.

Summary

▶ **Modification Summary**

▼ **Modification Data**
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 7.
 - 2) To copy **Issue Detail** financial data from an Issue, skip to the "Copy Financial Details from an Existing Issue" section of this instruction.
7. Click  to add Program Modification Detail.
 - Select a Program to be added.
8. To add Job Codes, either enter a known Job Code and click the  button; or click the  button to search by Job Code or Job Title.
 - On the search screen, the **Job Code** field will search for codes that begin with what is entered while the **Job Title** field will search for the characters contained in the Title. Click on **Search**.



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

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

Budget Modification Details Instructions

Modification Summary
Modification Data
 Program: 509 - BUDGET DIVISION

Permanent Salaries

Job Code: Add

Job Code	Job Title	FY22 FTE	FY22 Salary	FY23 FTE	FY23 Salary	Delete
N01120	OFFICE SUPERVISOR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>
Totals		0.00	\$0	0.00	\$0	

Time-Saver TIP #2
 To copy data from the **FY22** column to the **FY23** column, use the **Copy FY22 to FY23** button.

Caution: This will overwrite any amounts already entered in **FY23**.

- Job Codes added unnecessarily can be deleted by clicking the button
- 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, then a Salary amount is required.
 - Note that common salary-related Object Codes are added automatically if a Job Code is added.
 - Click 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.
 - Click to commit the data entered to the database. The FY22 and FY23 salary totals will be automatically inserted into the 511100 Object Code.
 - To add Object Codes, either enter a known **Object Code** and click the button; or click the 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 contained in the description. Click on **Search**.
 - Use the Major Account drop-down to limit the search results.

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

Object Code: Object Description: Major Account: --ALL--

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

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

Objects

Object Code: Add

Object Code	Description	FY22 Amount	FY23 Amount	Delete
511100	PERMANENT SALARIES-WAGES	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>
515100	RETIREMENT PLANS EXPENSE	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>
515200	FICA EXPENSE	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>
515400	LIFE & ACCIDENT INS EXP	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>
515500	HEALTH INSURANCE EXPENSE	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>
516300	EMPLOYEE ASSISTANCE PRO	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>
Totals		\$0	\$0	

Budget Modification Details Instructions

12. Enter amounts in the Object Code(s) added for the currently selected program. Amounts entered are relative to the base year.
 - Note that negative numbers may NOT be entered.
 - Note that you may not delete the Object Code 511100. This Object Code will appear as long as Job Code(s) are shown under the Permanent Salaries section.
 - Click to copy numbers entered in the 1st year of the request to the 2nd year. This will overwrite whatever is currently entered in the 2nd year.
13. Click to commit the data entered to the database.
14. Enter **Funding** amounts for both the **FY22 Funding** and **FY23 Funding** columns. **NOTE:** Modifications must have an ongoing impact. In other words, the funding impact may not be one-time only.
 - Funding amounts must be entered separately for Operations and Government Aid.
 - The total of the funding amounts entered must balance with the total of the amounts entered by Object Code.
 - The system requires that Operations and Government Aid object totals balance to Operations and Government Aid Funding 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 <input type="checkbox"/> <input type="button" value="Change"/>			
Operations Funding					
Fund Type	Total	FY22 %	FY22 Funding	FY23 %	FY23 Funding
General Fund	<input type="text" value="\$0"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Cash Fund	<input type="text" value="\$0"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Federal Fund	<input type="text" value="\$0"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Revolving Fund	<input type="text" value="\$0"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Other Fund	<input type="text" value="\$0"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Total Operations Funding	<input type="text" value="\$0"/>	0.00	<input type="text" value="\$0"/>	0.00	<input type="text" value="\$0"/>
Government Aid Funding					
Fund Type	Total	FY22 %	FY22 Funding	FY23 %	FY23 Funding
General Fund	<input type="text" value="\$0"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Cash Fund	<input type="text" value="\$0"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Federal Fund	<input type="text" value="\$0"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Revolving Fund	<input type="text" value="\$0"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Other Fund	<input type="text" value="\$0"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Total Aid Funding	<input type="text" value="\$0"/>	0.00	<input type="text" value="\$0"/>	0.00	<input type="text" value="\$0"/>
Total Funding					
Fund Type	Total	FY22 %	FY22 Funding	FY23 %	FY23 Funding
General Fund	<input type="text" value="\$0"/>	0	<input type="text" value="0"/>	0	<input type="text" value="0"/>
Cash Fund	<input type="text" value="\$0"/>	0	<input type="text" value="0"/>	0	<input type="text" value="0"/>
Federal Fund	<input type="text" value="\$0"/>	0	<input type="text" value="0"/>	0	<input type="text" value="0"/>
Revolving Fund	<input type="text" value="\$0"/>	0	<input type="text" value="0"/>	0	<input type="text" value="0"/>
Other Fund	<input type="text" value="\$0"/>	0	<input type="text" value="0"/>	0	<input type="text" value="0"/>
Total	<input type="text" value="\$0"/>	0.00	<input type="text" value="\$0"/>	0.00	<input type="text" value="\$0"/>
PSL Amount	<input type="text" value="\$120,000"/>		<input type="text" value="\$60,000"/>		<input type="text" value="\$60,000"/>

- Funding may be entered by two methods, *Whole Dollar* or *Percentage*.
 - To change methods, check the box to enter data in percentages then click .
 - Un-checking the box and clicking returns the system to the *Whole Dollar* entry method.
- i. *Whole Dollar* method
 - Enter amounts, by fund type, for each year.
 - Be sure to determine the amounts to be entered for Operations and Government Aid.
 - System will calculate totals and variance when or are clicked.
 - **NOTE:** System will only save dollar amounts, not percentages.
- ii. *Percentage* Method
 - Enter percentage amount, by fund type, for **FY22** and **FY23**.
 - 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 for both the Operations and Government Aid Funding sections.
 - Upon or , the system will calculate a dollar amount based upon the percentage. You may need to correct the effect of rounding using the *Whole Dollar* method
 - **NOTE:** System will only save dollar amounts, not percentages.

Budget Modification Details Instructions

- 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.

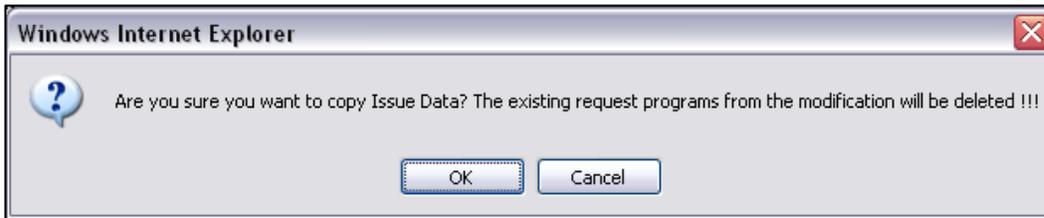
Variance	Total	FY22	FY23
Total Objects	\$120,000	60,000	60,000
Total Funding	\$0	0	0
Variance	\$120,000	60,000	60,000

- The system will calculate the variance for **FY22** and **FY23**. 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.

- 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"

- Select the Modification you wish to update from the **Modification** dropdown or create a new Modification as outlined above.
- Click **Edit** to begin editing the Modification.
- Select the **Financial** tab.
- 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.

Issue Name	Issue Type	Action
Upgrade of Budget Request System	Agency Issue	Copy
Maintenance on Budget Request System	Agency Issue	Copy

- 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.

Program	FY22 Amount	FY23 Amount
049 - DEPARTMENTAL ADMINISTRATION	\$20,000	\$20,000
Total	\$20,000	\$20,000

NOTE: Once copied, the source Issue and the Modification are not linked. If the source Issue changes, the Modification will not change, and vice versa. Consequently, it is highly recommended that entry of the Financial data for the source Issue be complete before copying.

- See [Edit an Existing Budget Modification](#) below to edit the Modification.

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

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.
 - **NOTE:** You can change the Title if necessary. Click **Save** after changing the title.
 - To load the modification financial data for a specific Program which was previously entered, click the “program link” under the Program column in the **Modification Request Summary** section of the modification’s **Request** tab.

Program	FY22 Amount	FY23 Amount
049 - DEPARTMENTAL ADMINISTRATION	\$20,000	\$20,000
Total	\$20,000	\$20,000

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

Set Budget Modification Priorities

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

Modifications (Operations)	Priority
Maintenance on Budget Request System	0
Continue updating budget system	0
Modifications (Govt. Aid)	Priority
Continue Aid to Cities	0

2. Click **Edit** to begin editing the Modification priorities for each of Operations and Government Aid, if applicable.
 - **Priority 1 is the very highest priority in addition to the 90% base level. In other words, it is 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 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 proposed Issue would not be implemented.

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? Cross-reference the Modification to the key performance indicators submitted by the agency and what, if any, impact there would be on these quantitative performance objectives in the event funding is not received for the 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.

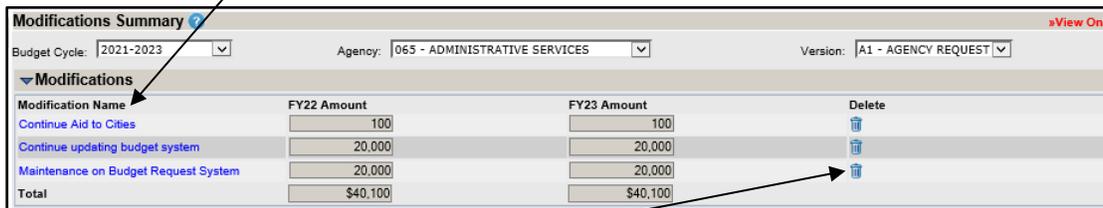
Getting Started

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).
- Screen will list all Modifications entered, sorted by **Name**.
- Amounts shown for Request years are a total of object codes entered
- Funding totals are broken down by fund type.
 - To see specific amounts, you will need to look at the **Modifications Details**.

Open a Modification for Viewing or Editing

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



The screenshot shows the 'Modifications Summary' interface. At the top, there are dropdown menus for 'Budget Cycle' (2021-2023), 'Agency' (065 - ADMINISTRATIVE SERVICES), and 'Version' (A1 - AGENCY REQUEST). Below these is a table with the following data:

Modification Name	FY22 Amount	FY23 Amount	Delete
Continue Aid to Cities	100	100	
Continue updating budget system	20,000	20,000	
Maintenance on Budget Request System	20,000	20,000	
Total	\$40,100	\$40,100	

Delete a Modification

- Clicking the  button (by an Agency Administrator only) will delete the entire Modification. Click on OK to confirm the deletion.

Start-Up TIP

If any of the 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.

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

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 16, 2020**, submit to the Department of Administrative Services State Building Division, Department of Administrative Services State Budget Division, and the Legislative Fiscal Office; a list of all Capital Construction Programs that should be reappropriated into FY 2021-22. Include the program number, project name, and the estimated June 30, 2021, unexpended appropriation balance, by fund type. Also, identify how much of the June 30, 2021 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 \$705,000. A "*Program Statement*" is required for each project where total cost exceeds \$705,000, 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 \$705,000, 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 \$705,000. At a minimum, a *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 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 \$705,000 (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 Department of Administrative Services 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 January 1996 by the Department of Administrative Services State Building Division, 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. Needs Statement

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

1. A subsequent *Program Statement* must be developed for projects whose estimated total project cost exceeds \$705,000 (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 \$705,000 (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 \$705,000 (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 \$705,000 that do not change programmed space (such as fire/life safety, utility, ADA and repair and maintenance projects), a *Needs Statement* may be submitted in lieu of a *Program Statement*.

d. Historical Structures

Requested information on *Historic Structures* owned or occupied by state agencies.

1. Section 72-808(3), Nebraska Revised Statutes specifies that efforts should be made by the state to identify, preserve, maintain, and restore such historic structures whenever possible
2. Section 72-810 specifies:
"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. No alteration shall be made without review and comment by the State Historic Preservation Officer. If the state, its agencies, or departments do not agree with the review and comment of the officer, a final determination as to what action must be followed by the state shall be made by the Governor. 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 statute sections noted above, all agency requests for funds in excess of \$705,000 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.

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 agency-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 \$85,000. The same section requires use of a professional consulting engineer or architect for preparing the plans for any project costing \$705,000 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)

LB1100 Assessments were repealed by the Legislature in LB380, 2011.

STATE COMPREHENSIVE CAPITAL FACILITIES PLANNING 2020 GUIDELINES

Budget Instructions - July 2020 For The 2021-2023 Biennium

Applies to all agencies' capital construction requests

except the University of Nebraska and the State Colleges, as 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 and 81-1108.41. Both are required for project requests in excess of \$705,000.
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 2020 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 underfunded.
 - 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 and Program Statements are due September 15, 2020 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 13, 2020 plan requests that are submitted after that date.
6. Project Request explanations for the Committee are scheduled for mid-October 2020. 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. 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 and Governing Values* and the *Project Rating Criteria Scoring System* to be used in the evaluation of capital construction project requests for the 2021-2023 biennium that will be included in the November 13, 2020 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 13, 2020.

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

Classification	Definitions
Class I	Life safety improvements necessary because the safety of persons is IMMEDIATELY, DIRECTLY, and CLEARLY IMPERILED, OR CODE OFFICIALS have determined that life safety improvements are needed IMMEDIATELY, OR ADA improvements CLEARLY needed for compliance, OR Accreditation or closing of the facility is in IMMEDIATE jeopardy if improvements are not completed.
Scoring	Over 50% of Construction* = 4 points Less than 50% of Construction = 3 points
Class II	Life safety improvements MAY BE necessary to comply with codes and to avoid potential danger, OR ADA improvements MAY BE necessary to comply with the ADA Act and to avoid possible non-compliance OR Accreditation or closing of the facility MAY BE in jeopardy if improvements are not completed.
Scoring	Over 50% of Construction* = 2 points Less than 50% of Construction = 1 point

*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 2020 MISSION STATEMENT AND GOVERNING VALUES FOR NEBRASKA CAPITAL CONSTRUCTION

(Excludes the University of Nebraska and State Colleges, as 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 2020
PROJECT RATING CRITERIA SCORING FOR FY2021 AND FY2022 REQUESTS**
(Excludes the University of Nebraska and State Colleges, as 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.	1 - Class II; less than 50% of constr.		
	3 - Class I; less than 50% of constr.	0 - No Life Safety /Legal Issues		
	2 - Class II; more than 50% of constr.			
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.	2 - Clearly addresses needs in 20+ years.		
	4 - Clearly addresses needs in 5-10 years.	1 - Justification of Need not clear.		
	3 - Clearly addresses needs in 10-20 years.	0 - Justification of Need not stated.		
2) FINANCIAL / ECONOMIC			500.00	
a) Long Term:	Operating Savings/Efficiencies (0-5)	5.00	30	150.00
	0-5 points are awarded (see scale below) and multiplied by 30 for a total possible of 150.			
	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. & Mgmt. (% of Project)	100.00%	150	150.00
	The % of the project that is asset preservation (LB309 & renovation) is the score.			
b) Short Term:	User/Non-State Financing (% of Proj.)	100.00%	100	100.00
	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 (100 minus \$ mil.)	0.00	100	100.00
	The amount of proposed general funds in the Total Project Cost (in millions) is subtracted from 100 for the score.			
3) SERVICE VALUE			500.00	
a) Project Significance & Improved Services (0-390 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

Project Rating Criteria Scoring for 2021-2023 Budget Requests

Proposed guidelines for rating #1b) Life Safety/Legal Issues

EXPLANATION:

The proposal is to utilize the 309 Task Force designations for "Class I" and "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 4, the Committee members assign a score for #1b in this manner:

- 4 - 309 Class I; more than 50% of construction
- 3 - 309 Class I; less than 50% of construction
- 2 - 309 Class II; more than 50% of construction
- 1 - 309 Class II; less than 50% of construction
- 0 - No fire, life, safety or legal issues

Here are the designations of 309 "Classes," paraphrased for clarity, and assigned a value as per the scale above:

Definition of Class I
(F/LS) Improvements necessary because the safety of persons is IMMEDIATELY, DIRECTLY, and CLEARLY IMPERILED, OR (F/LS) CODE OFFICIALS have determined that improvements are needed IMMEDIATELY to ensure safety of persons, OR (ADA) Improvements CLEARLY necessary for COMPLIANCE with ADA act, OR (+) ACCREDITATION or closing of the facility is in IMMEDIATE jeopardy if improvements are not completed.
<u>Scoring</u> If more than 50% of construction = 4 points If less than 50% of construction = 3 points
Definition of Class II
(F/LS) Improvements MAY BE necessary to comply with codes and to AVOID potential danger, OR (ADA) Improvements MAY BE necessary to comply with ADA Act and to AVOID possible non-compliance, OR (+) ACCREDITATION or closing of the facility in MAY BE in jeopardy if improvements are not completed.
<u>Scoring</u> If more than 50% of construction = 2 points If less than 50% of construction = 1 point
Beyond Class II = 0 points
(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.

Project Rating Criteria Scoring for 2021-2023 Budget Requests

EXAMPLES:

1. Fire sprinkler system requested by Fire Marshal 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 consult the *Task Force for Building Renewal Handbook* for guidelines to Building Renewal projects, or visit the Task Force website at das.nebraska.gov/309/. The *Handbook* makes reference to buildings and projects not eligible for Task Force funds, and lists 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 *Handbook* 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 in item 8. All funding for a project must be in the same class; projects cannot be split between two classes.
5. Determine funding sources. Note that cooperative funding is not required for this request cycle. 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 2021. 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, 2020 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 in EnterpriseOne (E1).

Definitions and Classifications of Project Requests for Deferred Building Renewal

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

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

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

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

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

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

- 3. AMERICANS WITH DISABILITIES ACT (ADA): Requests provide building and program accessibility for disabled and physically challenged individuals and bring a building into compliance with the 2010 ADA Standards for Accessible Design (2010 ADA). Requests should be limited to structural modifications to buildings or other requests normally handled through the capital construction process. Minor pieces of equipment, computer modifications, and other non-capital items should be included in the operating budget request. Requests for funding to provide accessibility for the disabled and physically challenged are divided into two classes:**

Class I Structural changes/modifications which have been clearly found to be necessary to comply with the 2010 ADA Standards for Accessible Design (2010 ADA) or which have been deemed necessary by physically challenged individuals in order to work or gain program access in a facility.

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

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

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

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



Administrative Services State Budget Division

NEBRASKA BUDGET REQUEST AND REPORTING SYSTEM

SECTION III

Capital Construction and Building Renewal Requests

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.

Description	Priority	Program	Program Name	Total	Prior Exp	FY21 Appr/Reappr	FY22 Request	FY23 Request	Future Request
DEFERRED REPAIR	0			\$4,500			\$4,500	\$0	
ENERGY CONSERVATION	0			\$10,000			\$0	\$10,000	
FIRE/LIFE SAFETY	0			\$0			\$0	\$0	
ADA	0			\$0			\$0	\$0	
FERGUSON HOUSE	0	921	FERGUSON HOUSE REPAIRS	\$316,000			\$1,000	\$135,000	\$180,000
Total				\$330,500	\$0	\$0	\$5,500	\$145,000	\$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.

Explanation of Priorities

Supporting Information (unlimited) Minimum Characters: 50

The first two priorities are important building renewal projects for the Agency - Energy Conservation and Deferred Repair in that order. The Energy Conservation projects take first priority due to the increasing cost of fuel and other energy sources.

Buttons: Save, View Mode, Reset, Attach, Browse...

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 **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 **Copy/Paste** 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., facilities master plans, program statements, picture files, etc.) by clicking the **Browse...** button to locate the desired file and then clicking the **Attach** button.

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).

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 Exp** (Project-to-Date expenditures through FY 2019-20) and the base year **FY21 Appr/Reappr**, then add reaffirmation request amounts for **FY22 Reafrm**, **FY23 Reafrm**, and future **Add Reafrm** (sum of future years).

Start-Up TIP
If any of the 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.

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

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

Capital Construction Reaffirmations »Edit

Budget Cycle: 2021-2023 Agency: 065 - ADMINISTRATIVE SERVICES Division: 04 - SBD Version: A1 - AGENCY REQUEST

[Save](#) [View Mode](#) [Reset](#) [Refresh](#)

▶ **Summary**

▼ **Projects & Funding**

• Request Narrative

Program: 986 - DATA CENTER RISK MITIGATION Project Name: Data Center Risk Mitigation Project

LB#	Year	Sec#	Total	Prior Exp	FY21 Appr/Reappr	FY22 Reafrm	FY23 Reafrm	Add Reafrm
986	2015	39	\$4,283,592	100,000	2,091,796	1,045,898	1,045,898	
Total Funding			Total	Prior Exp	FY21 Appr/Reappr	FY22 Reafrm	FY23 Reafrm	Add Reafrm
General Fund			\$0					
Cash Fund			\$0					
Federal Fund			\$0					
Revolving Fund			\$4,283,592	100,000	2,091,796	1,045,898	1,045,898	
Other Fund			\$0					
NCCF			\$0					
Total Funding			\$4,283,592	\$100,000	\$2,091,796	\$1,045,898	\$1,045,898	\$0
Variance			Total	Prior Exp	FY21 Appr/Reappr	FY22 Reafrm	FY23 Reafrm	Add Reafrm
Total Request			\$4,283,592	100,000	2,091,796	1,045,898	1,045,898	0
Total Funding			\$4,283,592	100,000	2,091,796	1,045,898	1,045,898	0
Variance			\$0	0	0	0	0	0

[Save](#) [View Mode](#) [Reset](#) [Refresh](#)

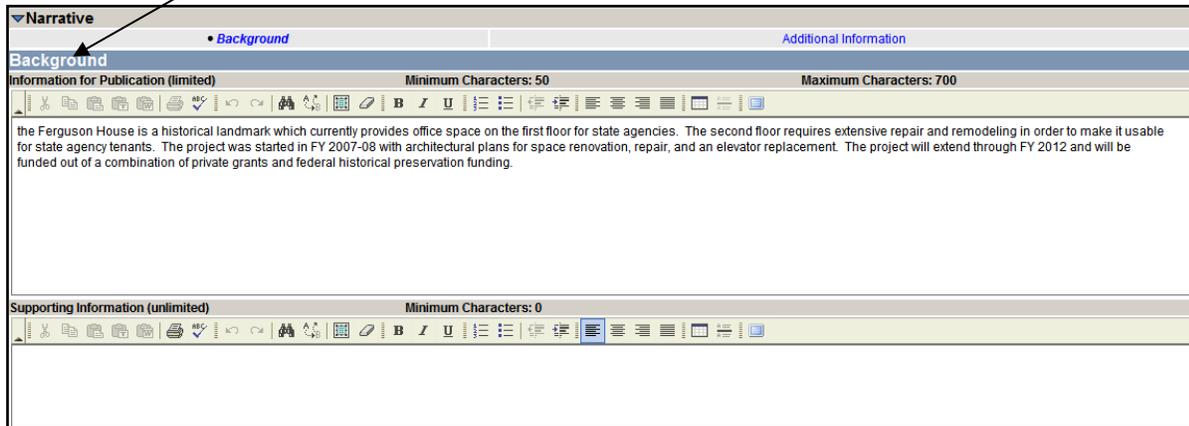
Capital Construction Reaffirmation Request Instructions

- 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.

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.
- 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 edit window. The limited edit 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 **Background** tab contains two edit windows. The **Additional Information** tab provides a single, unlimited edit window.

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



- If the number of characters in the section exceeds the **Maximum Characters** allowed the information will **NOT** be saved but the **Character Count** will be updated. Reduce the number of characters to under the maximum, then save.
- 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., program statements, project plans, 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 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.

Capital Construction Reaffirmations »View Only

Budget Cycle: 2021-2023 Agency: 065 - ADMINISTRATIVE SERVICES Division: 04 - SBD Version: A1 - AGENCY REQUEST

[New](#) [Edit](#)

Summary

• Summary By Agency Summary By Program

Project Title	Program#	LB#	Sec#	Total	Prior Exp	FY21 App/Reap	FY22 Reafrm	FY23 Reafrm	Add Reafrm	Delete
»Data Center Risk Mitigation Project	986	986	39	\$4,283,592	100,000	2,091,796	1,045,898	1,045,898		
Total Request				\$4,283,592	\$100,000	\$2,091,796	\$1,045,898	\$1,045,898	\$0	

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

Reaffirmation Project - Narrative Content

Background – Provides a brief description and a short history of the project. 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.

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 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 **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).

Create a New Project Request

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

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# (also known as Asset#), Asset Description, Site, etc.

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

Space-Saver TIP

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

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

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

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.

Capital Construction Project Request Instructions

- Enter project amounts as needed in the fields provided (see screenshot below), beginning with **Prior Exp** (Project-to-Date through FY 2019-20) and the base year **FY21 Appr/Reappr**, then add request amounts for **FY22 Request**, **FY23 Request**, and **Future Add Request** (sum of 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: 921 - FERGUSON HOUSE REPAIRS Building/Land: 65B0121300B - FERGUSON HOUSE [Search Building/Land](#)

Request Narrative

Priority: 0

Program Planning	Total	Prior Exp	FY21 Appr/Reappr	FY22 Request	FY23 Request	Future Add Request
Program Planning	\$0					
Total	\$0	\$0	\$0	\$0	\$0	\$0

Professional Fees	Total	Prior Exp	FY21 Appr/Reappr	FY22 Request	FY23 Request	Future Add Request
Architect/ Engineers	\$0					
In-house Services	\$0					
Total	\$0	\$0	\$0	\$0	\$0	\$0

Construction	Total	Prior Exp	FY21 Appr/Reappr	FY22 Request	FY23 Request	Future Add Request
General/ Mechanical/ Electrical/ Elevator	\$0					
Fixed Equipment	\$0					
Utility Connect/ Site Work	\$0					
Total	\$0	\$0	\$0	\$0	\$0	\$0

Miscellaneous	Total	Prior Exp	FY21 Appr/Reappr	FY22 Request	FY23 Request	Future Add Request
Moveable Equipment	\$0					
Special or Technical Equipment	\$0					
Land Acquisition	\$0					
Art Work	\$0					
Other	\$0					
Project Contingency	\$0					
Total	\$0	\$0	\$0	\$0	\$0	\$0
Total Request	\$0	\$0	\$0	\$0	\$0	\$0

- 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. **Note: The NCCF should only be used after receiving prior approval from the State Budget Division.**
 - 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	FY21 Appr/Reappr.	FY22 Request	FY23 Request	Future Add Request
General Fund	\$115,000				115,000	
Cash Fund	\$51,000			1,000	20,000	30,000
Federal Fund	\$0					
Revolving Fund	\$0					
Other Fund	\$0					
NCCF	\$150,000					150,000
Total Funding	\$316,000	\$0	\$0	\$1,000	\$135,000	\$180,000

Variance	Total	Prior Exp	FY21 Appr/Reappr	FY22 Request	FY23 Request	Add Request
Total Request	\$316,000	0	0	1,000	135,000	180,000
Total Funding	\$316,000	0	0	1,000	135,000	180,000
Variance	\$0	0	0	0	0	0

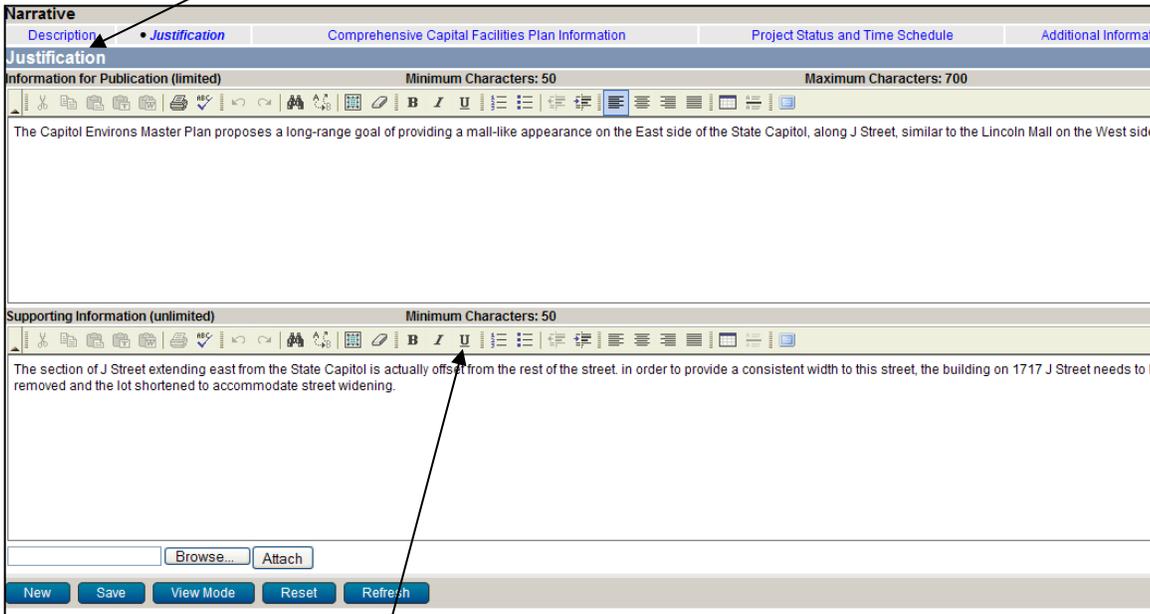
Save View Mode Reset Refresh

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.

Capital Construction Project Request Instructions

6. Select the project's **Narrative** tab. Click the Edit button. 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 edit window. The limited edit 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.

- If the number of characters in the section exceeds the **Maximum Characters** allowed the information will **NOT** be saved but the **Character Count** will be updated. Reduce the number of characters to under the maximum, then save.
- 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., program statement, project plans, 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  whenever exiting a screen or risk losing unsaved data. Save frequently to avoid data

Capital Construction Project Request Instructions

Capital Construction Project Request - Narrative Content

Description – Provides the “What” for the project. An overview of the project that includes the general plan, 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, the consequences of not doing the project, and the benefits of completing the project.

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

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

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

--Capital Construction Project Request - Operating Costs instructions continued on next page

Capital Construction Project Request Instructions

Capital Construction Project Request – Operating Costs

As part of a new Capital Construction Project Request, the requesting agency must include information on the estimated costs and revenues that are expected as a result of the project for three years past completion. The Operating and Maintenance (**O&M**) costs and the Programmatic (**Prog**) costs are to be listed separately.

Getting Started

- Verify that the screen is in View Mode. 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.
- 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 Edit button.
 - 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 **Del** 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.

The screenshot displays the 'Operating Costs' section of the software. At the top, it shows the program and subprogram details. The 'Request Summary' section is expanded, showing the starting fiscal year set to 2024. Below this, there are two main data entry tables: 'Permanent Salaries' and 'Request'. The 'Permanent Salaries' table has columns for FTE and Req (O&M) for FY24, FY25, and FY26. The 'Request' table has columns for O&M and Prog Req for FY24, FY25, and FY26. A 'Set' button is visible next to the 'Starting FY' field.

NOTE:
The default **Starting FY** is 2024.

You may enter a **different Starting FY** by entering the **correct year** and clicking **Set**.

- 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 contained 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 **Del** button.
- Click **Save** to commit the data entered to the database.

Capital Construction Project Request Instructions

- 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.
- 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 . 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 contained in the description. Click on **Search**.

Funding												
Total Funding	FY24 O&M Fund		FY24 Prog Fund		FY25 O&M Fund		FY25 Prog Fund		FY26 O&M Fund		FY26 Prog Fund	
General Fund	<input type="text"/>											
Cash Fund	<input type="text"/>											
Federal Fund	<input type="text"/>											
Revolving Fund	<input type="text"/>											
Other Fund	<input type="text"/>											
Total		\$0		\$0		\$0		\$0		\$0		\$0
PSL Request		\$0		\$0		\$0		\$0		\$0		\$0

Variance							
	FY24 O&M	FY24 Prog	FY25 O&M	FY25 Prog	FY26 O&M	FY26 Prog	
Total Request	0	0	0	0	0	0	0
Total Funding	0	0	0	0	0	0	0
Variance	0	0	0	0	0	0	0

Revenue Codes		
Revenue Code:	<input type="text"/>	<input type="button" value="Add"/> <input type="text" value="Search Revenue Codes"/>

- You may select multiple Object Codes from the search results. Click **Submit** to return to the previous screen with the selected Revenue Code(s).
- Begin entering revenue estimates for each year shown.
- Point your mouse over the Code to see the full Description.
- Revenue Object Codes added unnecessarily can be deleted by clicking the button.

Revenue Codes							
Revenue Code:	<input type="text"/>	<input type="button" value="Add"/> <input type="text" value="Search Revenue Codes"/>					
Object Code	FY24 O&M Req	FY24 Prog Req	FY25 O&M Req	FY25 Prog Req	FY26 O&M Req	FY26 Prog Req	Del
471100	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Totals	\$0	\$0	\$0	\$0	\$0	\$0	\$0

- Click **Save** to commit the data entered to the database.
- Click on View Mode to leave Edit Mode.

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

- 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 3-6 under **Create a New Project Request** above to continue editing the existing project.
 - Follow Steps 1-4 under **Capital Construction Project Request – Operating Costs** above to edit the related operating costs.

Summary										
• Summary By Agency		Summary By Program			Summary by Building/Land					
Building/Land Description	Program#	Priority	Total	Prior Exp	FY21 App/Reap	FY22 Request	FY23 Request	Future Request	Delete	
#FERGUSON HOUSE	921 - FERGUSON HOUSE REPAIRS	0	\$316,000			1,000	135,000	180,000		
Total Request			\$316,000	\$0	\$0	\$1,000	\$135,000	\$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 2021-22) or Class II (occurring in FY 2022-23). The screen also identifies the percent of the total project cost to be financed by the agency's cooperative funding including the specific fund types to be used by the agency.

Getting Started

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

- **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.

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.

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.

Building Renewal Project Request Instructions

2. Select the project's **Request** tab. 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 2021-2023 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 **FY22 Class I** and/or **FY23 Class II** 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.

Request

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

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

	Total	FY22 Class I	FY23 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

Cooperative Funding Percentage: **Set**

Funding	Total	FY22 Class I	FY23 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	FY22 Class I	FY23 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

Variance	Total	FY22 Class I	FY23 Class II
Total Request	\$14,500	4,500	10,000
Total LB 309 Funding	\$13,050	4,050	9,000
Total Cooperative Funding	\$1,450	450	1,000
Variance	\$0	0	0

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.
 - Click View Mode to leave Edit Mode.

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.

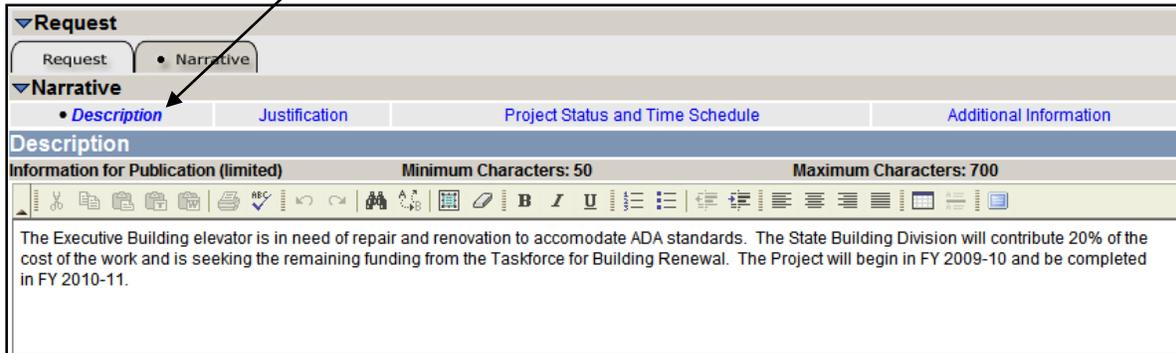
CAUTION: You must click **Save** whenever exiting a screen or risk losing unsaved data. Save frequently to avoid data loss.

Building Renewal Project Request Instructions

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.

- Click the Edit button.
- 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 edit window. The limited edit 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 edit window.

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



- If the number of characters in the section exceeds the **Maximum Characters** allowed the information will **NOT** be saved but the **Character Count** will be updated. Reduce the number of characters to under the maximum, then save.
- 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., program statement, project plans, 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  whenever exiting a screen or risk losing unsaved data. Save frequently to avoid data loss.

Building Renewal Project Request Instructions

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.
 - Click the triangle icon to collapse or expand the Summary section.
 - Follow Steps 2-5 under Create a New Building Renewal Project Request to continue editing the existing project.

The screenshot shows the 'Building Renewal Request' interface. At the top, there are dropdown menus for 'Budget Cycle' (2021-2023), 'Agency' (065 - ADMINISTRATIVE SERVICES), 'Division' (04 - SBD), and 'Version' (A1 - AGENCY REQUEST). Below these are buttons for 'New', 'Edit Priorities Only', and 'Edit'. The 'Summary' section is expanded, showing three tabs: 'Summary By Agency', 'Summary by Building/Land', and 'Summary by Project'. The 'Summary by Building/Land' tab is active, displaying a table with columns: 'Building/Land Description', 'Project', 'Priority', 'Total', 'Class I', 'Class II', and 'Delete'. The table contains one row for '65B0000200B - GOVERNOR'S MANSION' with a project of 'FASCIA/SOFFIT UPGRADE', a total of \$14,500, and class I and II amounts of 4,500 and 10,000 respectively. A 'Total Request' row is also present.

Building/Land Description	Project	Priority	Total	Class I	Class II	Delete
»65B0000200B - GOVERNOR'S MANSION	FASCIA/SOFFIT UPGRADE		\$14,500	4,500	10,000	
Total Request			\$14,500	\$4,500	\$10,000	

Building Renewal Request - Narrative Content

Description - Provides the "What" for the project. A 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 explain 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

IMPORTANT NOTICE

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 Important Notice above for specific requirements).

Building Renewal Request ? »Edit

Budget Cycle: 2021-2023 Agency: 065 - ADMINISTRATIVE SERVICES Division: 04 - SBD Version: A1 - AGENCY REQUEST

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

Summary

• Summary By Agency

Building/Land Description↑	Project	Priority	Total	Class I	Class II
65B0000200B - GOVERNOR'S MANSION	FASCIA/SOFFIT UPGRADE	<input type="text"/>	\$14,500	4,500	10,000
Total Request			\$14,500	\$4,500	\$10,000

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

Building Renewal Project Copy Instructions

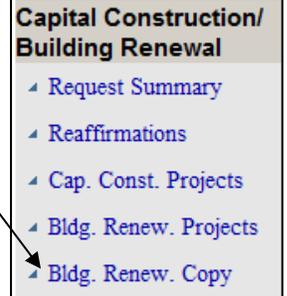
Purpose

- Allows an agency to copy Building Renewal Projects which were submitted in the 2019-2021 budget request, but are not yet completed, to the 2021-2023 budget request.

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” is the current budget cycle. The “Source” is the previous budget cycle.
- Only projects that were included in the final version of the source budget cycle may be copied.



Copy a Building Renewal Project Copy

The screenshot shows the "Copy Building Renewal Projects" interface. At the top, it displays "Budget Cycle (Target) : 2021-2023" and "Budget Cycle (Source) : 2019-2021". Below this are two selection boxes: "Select Agencies" on the left and "Select Building Renewal Projects" on the right. The "Select Agencies" box contains a list of agencies, with "046 - DEPT OF CORRECTIONAL SERVICES" highlighted. The "Select Building Renewal Projects" box contains a list of project codes and descriptions, such as "46N0142600B - ANCILLARY : OTHER - FIRE EGRESS" and "46ZZ0334800B - BLDG. A - ADMINISTRATION : MECHANICAL - REPLACE BOILER AND BURNER". At the bottom of the screen, there is a "Copy Attachments?" checkbox and two buttons: "Copy" and "Refresh Projects".

Select an **Agency** from the list in the left selection box from the agencies that have been assigned to you.

- 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 sequence.
 - 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 made to the project in the 2021-2023 budget cycle will be overwritten.
- Check **Copy Attachments?** to also copy attachments from the 2019-2021 budget request.
- Click **Copy** to copy the selected project(s) to the 2021-2023 budget request.
- Upon completion, copied projects will be listed in the Summary section of the Building Renewal Projects screen.



Administrative Services State Budget Division

NEBRASKA BUDGET REQUEST AND REPORTING SYSTEM

SECTION IV

State Agency Information Technology

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 non-education 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 Neb. Rev. Stat. §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 FY 2021-22 and/or FY 2022-23 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 Office of the Chief Information Office has a web based portal for agencies to use to complete this requirement. It is found at <https://cioapps.nebraska.gov/ITPlan>. Therefore, the Agency IT Plan will not need to be included in the final submission.

IT Project Proposals for the 2021-2023 biennium are due by 5:00 p.m., Tuesday, September 15, 2020.

Agency IT Setup Instructions

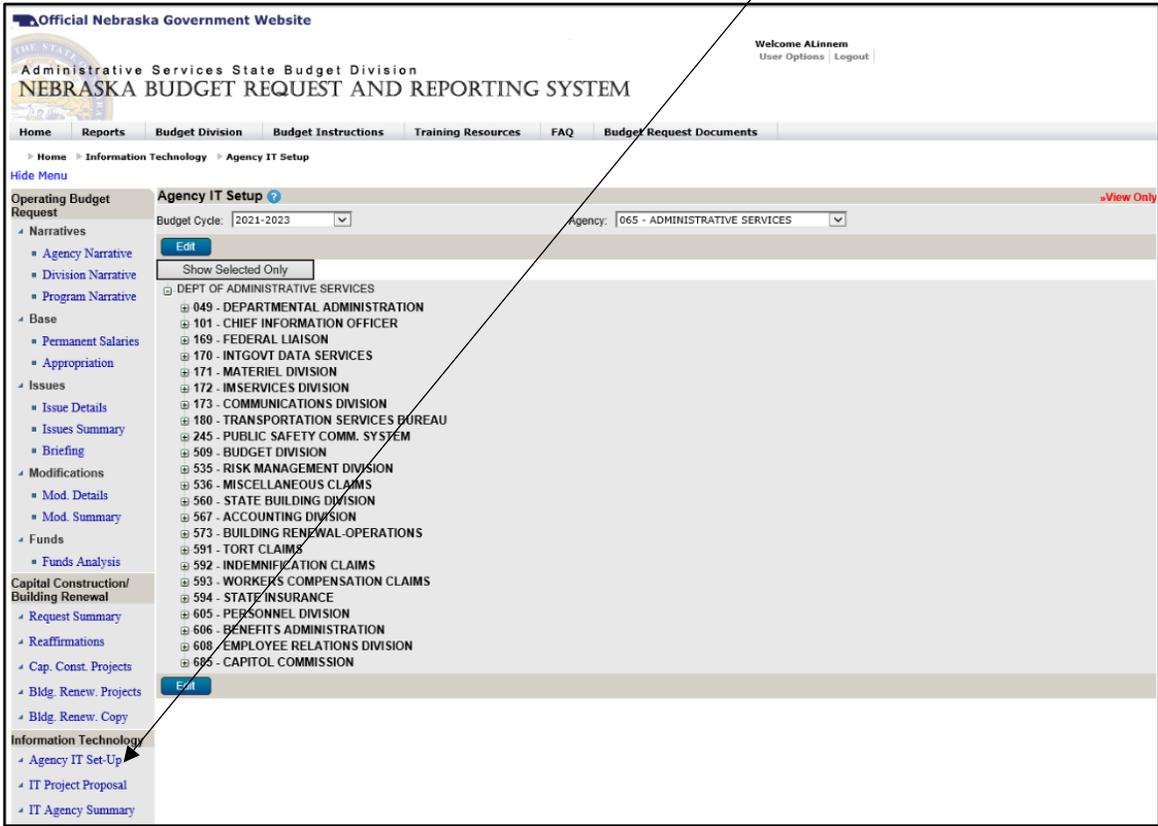
Purpose

- 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. **NOTE:** Nothing is required from an agency on this screen if it has no programs and/or subprograms that are exclusively IT.

Getting Started – Agency IT Setup

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

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



- Click **Edit**.
 - The system will enter EDIT mode.
 - If needed, click on **+** beside the Agency name to expand the program list. Click the **+** to the left of the check box for each program number to expand the subprogram list.

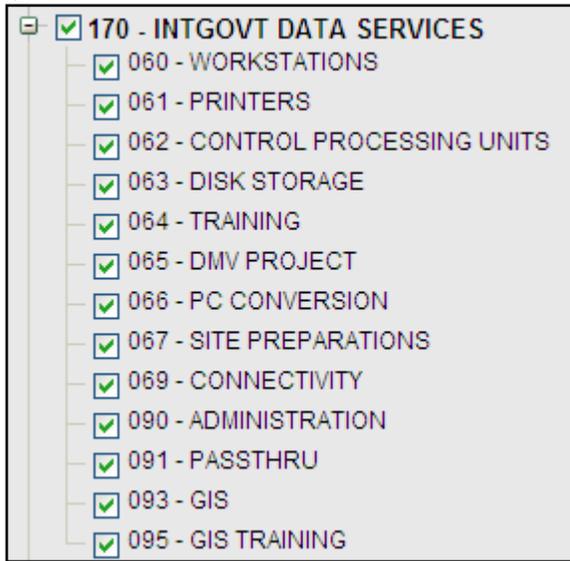


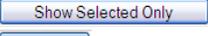
- Mark each Program and/or Subprogram that is exclusively IT as needed.
 - Checking or Unchecking a Program will do the same for all subprograms.

Start-Up TIP
If any of the drop-down menus 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.

Agency IT Setup Instructions

- 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.
- Click  to commit changes to the database.
 - Click  to show only Programs/Subprograms that have already been marked.
 - Click  to show all Programs/Subprograms.
 - Click View Mode to leave Edit Mode.

IT Project Proposal Instructions

Purpose

- Allows an agency to identify an IT Project that requires review by the NITC. 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 complete an “IT Issue” in the system if a change in appropriation is requested related to 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.pdf>.

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

Start-Up TIP

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

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

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).

Create a New IT Project Proposal

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

Time-Saver TIP

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

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

IT Project Proposal Instructions

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.

IT Project Proposal »Edit

Budget Cycle: 2021-2023 Agency: 065 - ADMINISTRATIVE SERVICES Division: 15 - CIO Version: A1 - AGENCY REQUEST

IT Project: Project Name:

Save
 View Mode
 Reset
 Refresh

• General Section
 Financial
 Narrative

General Section

Contact Name	<input style="width: 150px;" type="text"/>	E-mail	<input style="width: 150px;" type="text"/>	Telephone	<input style="width: 100px;" type="text"/>
Address	<input style="width: 100%;" type="text"/>				
City	<input style="width: 100px;" type="text"/>	State	Nebraska <input type="text" value="v"/>	Zip	<input style="width: 100px;" type="text"/>
Agency Priority	<input style="width: 50px;" type="text"/>	NITC Priority	<input style="width: 100px;" type="text"/>	NITC Score	<input style="width: 100px;" type="text"/>

Save
 View Mode
 Reset
 Refresh

- Click Save before continuing on to the Financial and Narrative tabs.

3. Click on the project's *Financial* tab to enter costs by project category. Click the Edit button.
 - 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 FY 2022-23.
 - **NOTE:** This screen does **NOT** constitute an agency's request for appropriation for this project. This is completed on the *Issue Details* screen.
 - Click Save before continuing on to the Narrative tab.

Financial						
IT Project Costs						
Contractual Services	Total	Prior Exp	FY21 Appr/Reappr	FY22 Request	FY23 Request	Future Add Request
Design	\$0	<input style="width: 50px;" type="text"/>				
Programming	\$0	<input style="width: 50px;" type="text"/>				
Project Management	\$0	<input style="width: 50px;" type="text"/>				
Data Conversion	\$0	<input style="width: 50px;" type="text"/>				
Other	\$0	<input style="width: 50px;" type="text"/>				
Total	\$0	\$0	\$0	\$0	\$0	\$0
Telecommunications						
Data	\$0	<input style="width: 50px;" type="text"/>				
Video	\$0	<input style="width: 50px;" type="text"/>				
Voice	\$0	<input style="width: 50px;" type="text"/>				
Wireless	\$0	<input style="width: 50px;" type="text"/>				
Total	\$0	\$0	\$0	\$0	\$0	\$0
Training						
Technical Staff	\$0	<input style="width: 50px;" type="text"/>				
End-user Staff	\$0	<input style="width: 50px;" type="text"/>				
Total	\$0	\$0	\$0	\$0	\$0	\$0
Other Project Costs						
Personnel Cost	\$0	<input style="width: 50px;" type="text"/>				
Supplies & Materials	\$0	<input style="width: 50px;" type="text"/>				
Travel	\$0	<input style="width: 50px;" type="text"/>				
Other	\$0	<input style="width: 50px;" type="text"/>				
Total	\$0	\$0	\$0	\$0	\$0	\$0
Capital Expenditures						
Hardware	\$0	<input style="width: 50px;" type="text"/>				
Software	\$0	<input style="width: 50px;" type="text"/>				
Network	\$0	<input style="width: 50px;" type="text"/>				
Other	\$0	<input style="width: 50px;" type="text"/>				
Total	\$0	\$0	\$0	\$0	\$0	\$0
Total Request	\$0	\$0	\$0	\$0	\$0	\$0

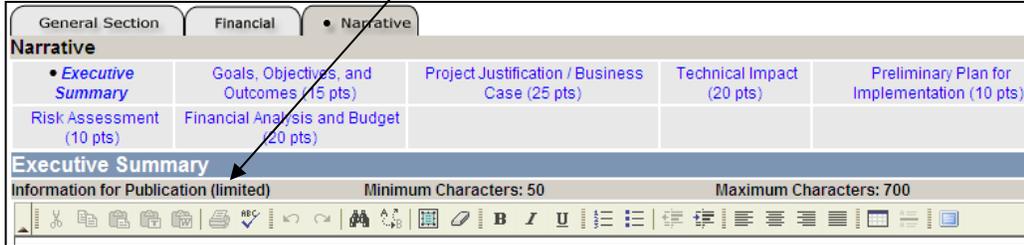
Save
 View Mode
 Reset
 Refresh

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 edit window. The limited edit 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.

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



- Use the edit window **button bar** for standard word processing features. If any of the buttons look unfamiliar, point your mouse over the icon for a description of that feature. The **Maximize the Editor Size** button simply toggles you back and forth from full-screen editor mode to the normal screen.
- **Copy & Paste** text into the edit windows using either the Ctrl-C and Ctrl-V features (i.e., pressing the Control key & the V key at the same time) or the **Copy** and **Paste** 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., project plans, 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.

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.

Edit an Existing IT Project Proposal

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 Create a New IT Project Proposal above to continue editing the existing project.

IT Project Proposal Instructions

IT Project Proposal – Narrative Content

Executive Summary

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

Goals, Objectives, and Projected Outcomes (15 Points)

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

Project Justification / Business Case (25 Points)

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

Technical Impact (20 Points)

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

Preliminary Plan for Implementation (10 Points)

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

Risk Assessment (10 Points)

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

Financial Analysis and Budget (20 points)

- i. Provide additional explanatory 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.

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 expanded or collapsed by clicking on the blue or white triangle next to the section header.

Request Tab

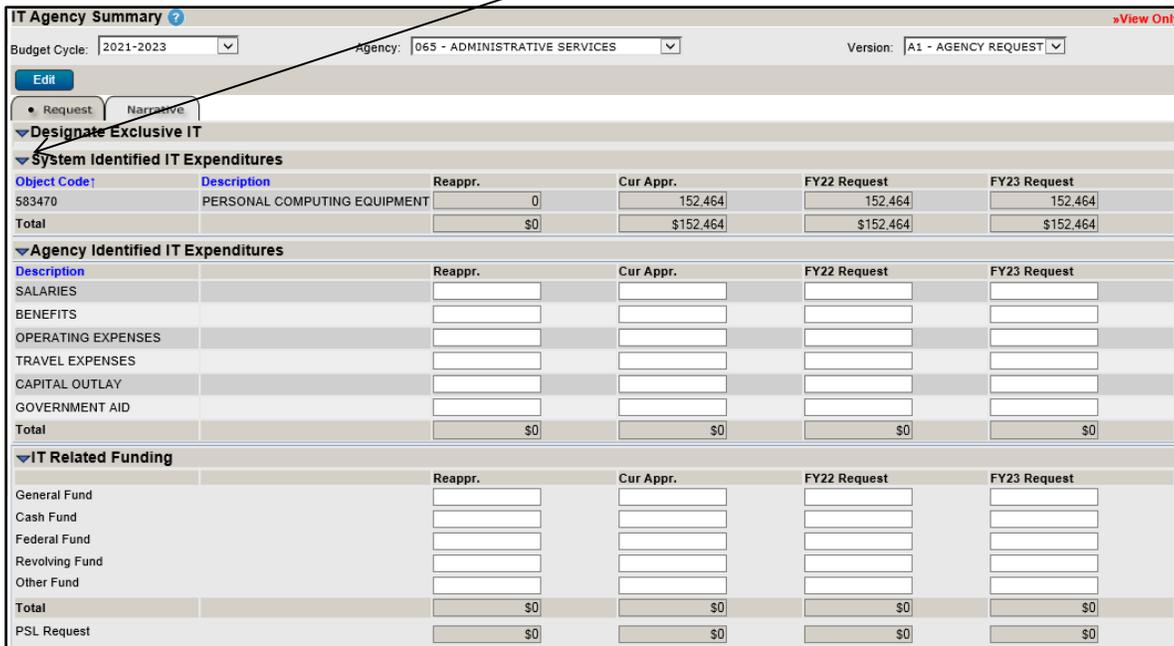
Time-Saver TIP
Set default options to avoid repetitive selections of **Agency** and **Version**.

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



Start-Up TIP
If any of the 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.



Object Code	Description	Reappr.	Cur Appr.	FY22 Request	FY23 Request
583470	PERSONAL COMPUTING EQUIPMENT	0	152,464	152,464	152,464
Total		\$0	\$152,464	\$152,464	\$152,464

Description	Reappr.	Cur Appr.	FY22 Request	FY23 Request
SALARIES				
BENEFITS				
OPERATING EXPENSES				
TRAVEL EXPENSES				
CAPITAL OUTLAY				
GOVERNMENT AID				
Total	\$0	\$0	\$0	\$0

	Reappr.	Cur Appr.	FY22 Request	FY23 Request
General Fund				
Cash Fund				
Federal Fund				
Revolving Fund				
Other Fund				
Total	\$0	\$0	\$0	\$0
PSL Request	\$0	\$0	\$0	\$0

IT Agency Summary Instructions

Designated Exclusive IT

This section lists the Program and Subprograms designated by the agency as being exclusively IT.

- These are set on the “**Agency IT Set-Up**” screen.
- The designation must be defined for each budget cycle. Designations from a prior budget cycle cannot be copied forward.

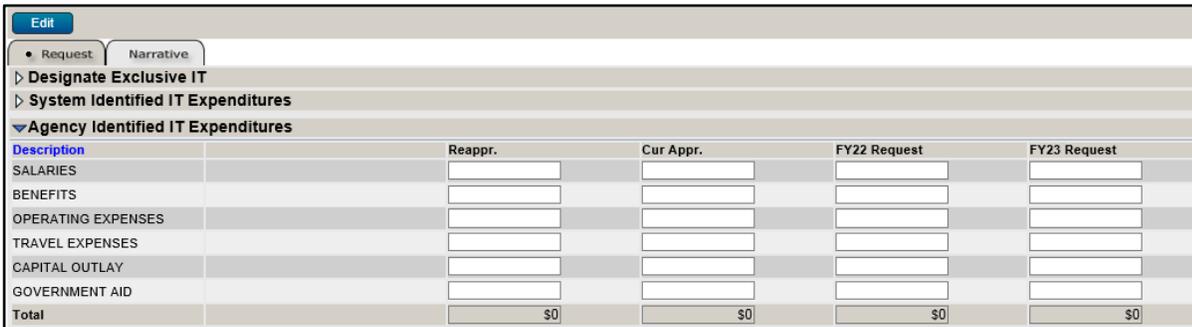
System Identified IT Expenditures

This section lists all IT expenditures determined by the system based on the Agency IT Setup screen and pre-defined IT-related job codes and object codes. 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.

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  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.



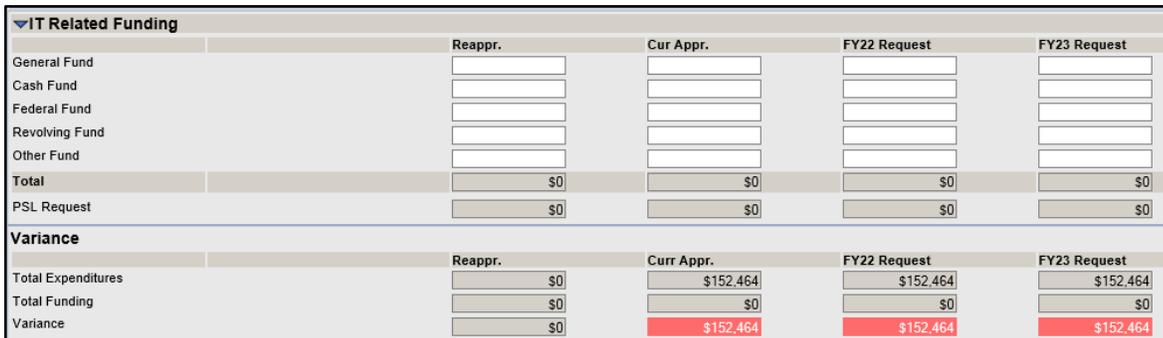
Description	Reappr.	Cur Appr.	FY22 Request	FY23 Request
SALARIES				
BENEFITS				
OPERATING EXPENSES				
TRAVEL EXPENSES				
CAPITAL OUTLAY				
GOVERNMENT AID				
Total	\$0	\$0	\$0	\$0

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



IT Related Funding				
Description	Reappr.	Cur Appr.	FY22 Request	FY23 Request
General Fund				
Cash Fund				
Federal Fund				
Revolving Fund				
Other Fund				
Total	\$0	\$0	\$0	\$0
PSL Request	\$0	\$0	\$0	\$0
Variance				
Description	Reappr.	Curr Appr.	FY22 Request	FY23 Request
Total Expenditures	\$0	\$152,464	\$152,464	\$152,464
Total Funding	\$0	\$0	\$0	\$0
Variance	\$0	\$152,464	\$152,464	\$152,464

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  to commit the data entered to the database. Click View Mode to leave Edit Mode before continuing on to the Narrative tab.

IT Agency Summary Instructions

Narrative Tab

In prior budget submissions the Narrative tab was used to attach the **Agency IT Plan**. The Office of the Chief Information Office has a web based portal for agencies to use to complete this requirement. It is found at <https://cioapps.nebraska.gov/ITPlan>. Therefore, there is no Narrative or attachment required to be included in the budget submission.



Administrative Services State Budget Division

NEBRASKA BUDGET REQUEST AND REPORTING SYSTEM

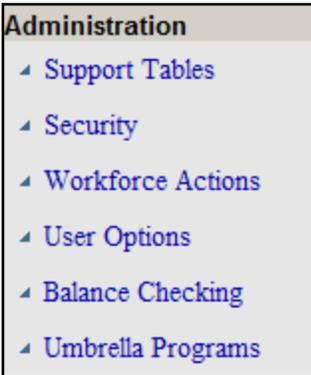
SECTION V

Agency Administrator / Request Submission

Agency Administrator Instructions

Purpose

- These instructions provide users with the Agency Administrator role 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 below.

The screenshot shows the "Manage Support Tables - Agencies" interface. At the top, there is a "Budget Cycle" dropdown menu set to "2021-2023". Below this are several tabs: "Agencies" (selected), "Major Accounts", "Object Codes", "Job Codes", "Funds", "Grants", "Narratives", "Proj Codes", and "Proj Types". A "Show Actives Only" checkbox is checked. The main table has the following data:

Description	Code↑	Short Desc.	Who Last Updated	When Last Updated	Active
LEGISLATIVE COUNCIL	003	LEGISLATURE	GBush	Apr 7, 2020	<input checked="" type="checkbox"/>
SUPREME COURT	005	SUPREME COURT	GBush	Apr 7, 2020	<input checked="" type="checkbox"/>
GOVERNOR	007	GOVERNOR	GBush	Apr 7, 2020	<input checked="" type="checkbox"/>
LIEUTENANT GOVERNOR	008	LT. GOVERNOR	GBush	Apr 7, 2020	<input checked="" type="checkbox"/>
SECRETARY OF STATE	009	SECRETARY OF STATE	GBush	Apr 7, 2020	<input checked="" type="checkbox"/>

NOTE: Only Agencies that have been assigned to the user will appear. This may very likely be a single agency.

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 in the system. This is an informational tab only.
- **Object Codes:** A listing of all Object Codes available in the system. This is an informational tab only.
- **Job Codes:** A listing of all Job Codes available in the system. This is an informational tab only.
- **Funds:** A listing of all Funds available in the system. This is an information tab only.
- **Grants:** A listing of all Federal Grants (CFDA#) available in 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: a row of **new tabs**, the **Agency** section, and the **Users** section.

New Tabs

Versions	Programs	Divisions	Projects	Assets	Funds	Grants	Object Codes
----------	----------	-----------	----------	--------	-------	--------	--------------

- **Versions:** Shows Versions. Allows the Agency Administrator (AA) to Submit, Edit, Lock, Create, Copy and Merge Versions.
- **Programs:** Shows all Programs and Subprograms in the selected Agency. Allows the User to change the description of a subprogram.
- **Divisions:** Shows all Divisions and what Programs are assigned to each Division. Tab is informational only.
- **Projects:** Shows all Building Renewal Project titles. Allows the Agency Administrator to change information of an Agency created Project.
- **Assets:** Shows all buildings and land assigned to an Agency. Tab is informational only.
- **Funds:** Shows all Funds assigned to Agency that will need to have a Funds Analysis completed by the Agency.
 - See higher level funds support table for parent fund relationships.
- **Grants:** Shows all Federal Grants assigned to the Agency that will need to have a Funds Analysis completed by the Agency.
- **Object Codes:** Shows Agency Object Codes as extracted from historical expenditure activity. Allows the Agency Administrator to change the description for a specific Program/Object Code combination.

Manage Support Tables - Agencies ?

Budget Cycle: 2021-2023

• Agencies | Major Accounts | Object Codes | Job Codes | Funds | Grants | Narratives | Proj Codes | Proj Types

Versions | Programs | Divisions | Projects | Assets | Funds | Grants | Object Codes

<p>Agency »View Only</p> <p>Description: DEPT OF ADMINISTRATIVE SERVICES</p> <p>Short Description: ADMINISTRATIVE SERVICES</p> <p>Agency Number: 065</p> <p>Active: <input checked="" type="checkbox"/></p> <p>Functional Area: Public Finance</p> <p>Budget Analyst: Neil Sullivan</p> <p>LFO Analyst: Scott Danigole/Phil Hovis/Kathy Tenopir</p> <p>Pro Adviser: Trinity Chappellear</p> <p>Director Name: Jason Jackson</p> <p>Director Title: Director</p> <p>Agency Type: Code</p> <p style="text-align: center;"><input type="button" value="Back"/></p>	<p>Users (60)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>abranni</td><td>jglenn</td><td>prunge</td></tr> <tr><td>ahyler</td><td>jfilber001</td><td>psteine</td></tr> <tr><td>alinnem</td><td>jheacoc</td><td>pdonsch</td></tr> <tr><td>amartin010</td><td>jwilcox001</td><td>phovis</td></tr> <tr><td>bpape</td><td>jheyen</td><td>rbecker</td></tr> <tr><td>cstrate</td><td>jperez</td><td>rpracht</td></tr> <tr><td>charre</td><td>kbillin</td><td>rripley</td></tr> <tr><td>cnichol002</td><td>khall</td><td>rcarloso</td></tr> <tr><td>coglesb</td><td>ktenopi</td><td>ssostad</td></tr> <tr><td>dregner</td><td>kherr</td><td>sdanigo</td></tr> <tr><td>drohrbo</td><td>lwill001</td><td>smeyer007</td></tr> <tr><td>dhanson001</td><td>lansel</td><td>sdendy</td></tr> <tr><td>etoner</td><td>lmartin003</td><td>thonnor</td></tr> <tr><td>ehruska</td><td>mtonjes001</td><td>tbergqu</td></tr> <tr><td>fzarate</td><td>mhunt</td><td>tblieme</td></tr> <tr><td>gbush</td><td>mlovela001</td><td>tcao</td></tr> <tr><td>goligmu</td><td>mmoerer</td><td>tmattox</td></tr> <tr><td>johmber</td><td>mwemhof</td><td>vkress</td></tr> <tr><td>jscofie</td><td>nsulliv</td><td>vpatel-001</td></tr> <tr><td>jsalisb</td><td>npische</td><td>wwood</td></tr> </table>	abranni	jglenn	prunge	ahyler	jfilber001	psteine	alinnem	jheacoc	pdonsch	amartin010	jwilcox001	phovis	bpape	jheyen	rbecker	cstrate	jperez	rpracht	charre	kbillin	rripley	cnichol002	khall	rcarloso	coglesb	ktenopi	ssostad	dregner	kherr	sdanigo	drohrbo	lwill001	smeyer007	dhanson001	lansel	sdendy	etoner	lmartin003	thonnor	ehruska	mtonjes001	tbergqu	fzarate	mhunt	tblieme	gbush	mlovela001	tcao	goligmu	mmoerer	tmattox	johmber	mwemhof	vkress	jscofie	nsulliv	vpatel-001	jsalisb	npische	wwood
abranni	jglenn	prunge																																																											
ahyler	jfilber001	psteine																																																											
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amartin010	jwilcox001	phovis																																																											
bpape	jheyen	rbecker																																																											
cstrate	jperez	rpracht																																																											
charre	kbillin	rripley																																																											
cnichol002	khall	rcarloso																																																											
coglesb	ktenopi	ssostad																																																											
dregner	kherr	sdanigo																																																											
drohrbo	lwill001	smeyer007																																																											
dhanson001	lansel	sdendy																																																											
etoner	lmartin003	thonnor																																																											
ehruska	mtonjes001	tbergqu																																																											
fzarate	mhunt	tblieme																																																											
gbush	mlovela001	tcao																																																											
goligmu	mmoerer	tmattox																																																											
johmber	mwemhof	vkress																																																											
jscofie	nsulliv	vpatel-001																																																											
jsalisb	npische	wwood																																																											

- **Agency section** has general information about the agency. This information will be used in reports for identification purposes. 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.

Agency Administrator Instructions

Agency - 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. Also 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.

Manage Support Tables - Agency Versions ?

Budget Cycle: 2021-2023

Agencies | Major Accounts | Object Codes | Job Codes | Funds | Grants | Narratives | Proj Codes | Proj Types

Versions | Programs | Divisions | Projects | Assets | Funds | Grants | Object Codes

Agency Description: DEPT OF ADMINISTRATIVE SERVICES
Code: 065

Versions: Create Version | Copy Versions | Merge Versions

Description (Select Version)	Lock Status	Balance Checking Status	Submitted?	Version												
A1 - AGENCY REQUEST	Unlocked	Failed	No	<p>Description: AGENCY REQUEST</p> <p>Type: A</p> <p>Number: 1</p> <p>Active: <input checked="" type="checkbox"/></p> <p>Edit Lock</p> <p>Budget Request Documents: [OBR][CCBR]</p> <p>Copy BF Ledger Data</p> <table border="1"> <thead> <tr> <th>Status</th> <th>Message</th> <th>Created by</th> <th>Start Time</th> </tr> </thead> <tbody> <tr> <td colspan="4">Users (41)</td> </tr> <tr> <td>abranni</td> <td></td> <td>jfilber001</td> <td>pdonsch</td> </tr> </tbody> </table>	Status	Message	Created by	Start Time	Users (41)				abranni		jfilber001	pdonsch
Status	Message	Created by	Start Time													
Users (41)																
abranni		jfilber001	pdonsch													

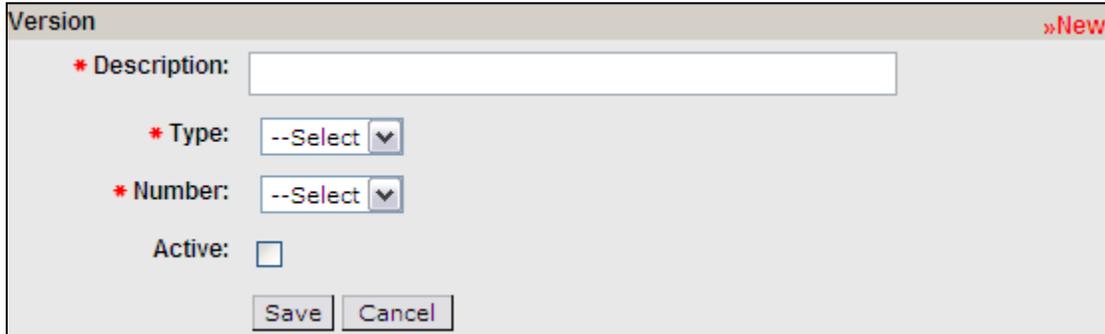
- Click [Edit](#) to change the description of the **Version** or change the active status.
 - If the **Version** has transactions, it may not be made inactive.
- Note the **Lock Status**, **Balance Checking Status**, and if the version has been **Submitted**. The **Version's** Balance Checking Status must indicate "Passed" before the Version can be submitted as the agency's final request.
- Click [Lock](#) or [Un-Lock](#) to change the Lock status of the Version.
 - NOTE: A Version that has been submitted may only be unlocked by the State Budget Division.**
- 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 by the system.
- 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.

Agency Administrator Instructions

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 them.

- **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 to the version by the Agency Administrator under Security.
- Clicking on will cause a new section to appear on the screen.

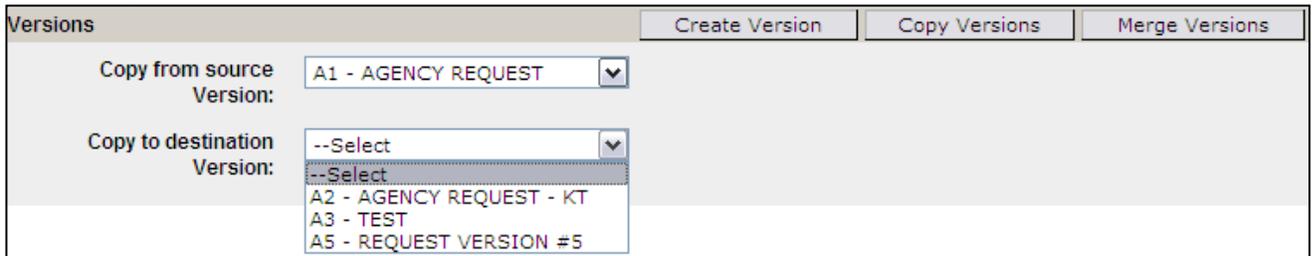


- Description:** Enter a short Description for the new **Version**.
 - Type:** Select 'A'. This represents an agency request distinct from version numbers assigned for Budget Division use.
 - Number:** Select a number for the **Version**. Up to 9 Versions may be created.
 - Active:** Check the box to make the **Version** available to be selected on system screens.
- 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 will cause a new section to appear on the screen.



- Copy from source Version:** Select the source **Version**.
 - 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 will copy the entire **Version** to the destination Version.

Agency Administrator Instructions

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

Miscellaneous | Issues | Budget Mod

Narratives

- Agency Narrative
- Division Narrative
- Program Narrative

Operating Budget Request

- Permanent Salaries Base
- Base Appropriation
- Funds Analysis

Capital Construction and Building Renewal

- Capital Construction Reaffirmations
- Building Renewal Request
- Capital Construction Project Request

Miscellaneous | **Issues** | Budget Mod

Select Issue(s)

- Agency Issue
 - Analyst Identified
 - Business Manager reclassification
 - Depreciation Surcharge
 - Test for Jobcode deletion
 - Test Issue
 - Test Issue
- IT Issue
 - Groovy
 - Upgrade Accounting System
- Enterprise Issue
 - Health Insurance Premium Increases

Miscellaneous | Issues | **Budget Mod**

Select Budget Modification(s)

- Continue Budget Operations
- Establish outreach program
- Test - KT
- Test Aid 1
- test Ops and Aid
- Testing Ops

Miscellaneous tab

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

Issues tab – selections are allowed for:

- All Issues of a specific type to be copied by checking the Issue Type name.
- A specific Issue to be copied by checking that Issue Name.
- Selection of multiple Issues to copy.

Budget Mod tab – selections are allowed for:

- Select any specific Modification to be copied by checking that Modification Name.
- Under each tab, check the information to be copied to the destination **Version**.
- Selection of multiple Modifications to copy.

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

Agency Administrator Instructions

Merge Version

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

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

The screenshot shows a web interface for merging versions. At the top, there are three buttons: 'Create Version', 'Copy Versions', and 'Merge Versions'. Below these, there are two dropdown menus. The first is labeled 'Merge from source Version:' and is set to 'A1 - AGENCY REQUEST'. The second is labeled 'Merge in destination Version:' and has a dropdown menu open showing options: '--Select', '--Select', and 'A2 - AGENCY REQUEST'.

- Merge from source Version:** Select the source **Version**.
- 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.

The screenshot shows a horizontal row of five tabs. The first tab, 'Issues', is selected and has a black dot next to it. The other tabs are 'Budget Mod', 'CC Reaffirmations', 'CC Building Renewals', and 'CC Project Requests'.

- **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 . This will Merge the selected item(s) to the destination **Version**.
 - NOTE: All checked items on all tabs will be merged when the button is clicked.

Agency Administrator Instructions

Agency - Programs

This tab contains information about the **Program(s)** set up 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.

Program	Users(11)
Description: ACCOUNTING DIVISION	dreznic kthotti-001 vsindel
Program: 567	ekutsch lheaton WMajeru
Active: <input checked="" type="checkbox"/>	gbush mhussai-001 wscheid
<input type="button" value=" < Back"/>	jwilcox001 steegal-001

Sub-Programs
Description (Select Sub-Program)
000 - REVOLVING REVENUE
001 - NAS
002 - ACCOUNTING
010 - SYSTEMS DEVELOPMENT
014 - SUBPROGRAM 14

- A list of users currently assigned to the **Program** is shown.
- A list of **Subprograms** is provided.
- Clicking on 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.

Sub-Programs	Sub Program
Description (Select Sub-Program)	»View Only
000 - REVOLVING REVENUE	Description: SUBPROGRAM 14
001 - NAS	Sub Program: 014
002 - ACCOUNTING	Active: <input checked="" type="checkbox"/>
010 - SYSTEMS DEVELOPMENT	<input type="button" value=" Edit"/>
» 014 - SUBPROGRAM 14	

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

Sub Program	»Edit
* = required	
* Description:	<input type="text" value="SUBPROGRAM 14"/>
* Sub Program:	<input type="text" value="014"/>
Active:	<input checked="" type="checkbox"/>
<input type="button" value=" Update"/>	

Agency Administrator Instructions

Agency - Divisions

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

Divisions
Description (Select Division)
01 - DAS DIRECTOR
02 - ACCOUNTING DIVISION
03 - BUDGET DIVISION
04 - BUILDING DIVISION
05 - MATERIEL DIVISION
08 - PERSONNEL DIVISION
09 - EMPLOYEE RELATIONS DIVISION
10 - TRANSPORTATION SERVICES BUREAU
11 - RISK MANAGEMENT DIVISION
12 - BUILDING RENEWAL DIVISION
13 - OFFICE OF STATE CAPITOL COMMISSION
15 - DIVISION OF THE CHIEF INFORMATION OFFICER

Specific Division

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

Division
Description: BUDGET DIVISION
Short: BUD
Description:
Division: 6503
Label: 03
Active: <input checked="" type="checkbox"/>
Assigned Programs:
=====
509 - BUDGET DIVISION
671 - OBSOLETE PROGRAM
672 - PRIMARY CLASS DEV PROJECT
673 - METROPOLITAN CLASS DEV PROJECT
902 - BUDGET FACILITIES CONTROL

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

Agency Administrator Instructions

Agency - Projects

This tab contains information about the **Building Renewal Projects** set up 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.

Specific Project

Title	Created By Admin
ADA ENTRY UPGRADE	<input checked="" type="checkbox"/>
ADA MODIFICATIONS	<input checked="" type="checkbox"/>
ADA RESTROOM UPGRADE	<input checked="" type="checkbox"/>
DOORS/HARDWARE UPGRADE	<input checked="" type="checkbox"/>
ELECTRICAL UPGRADE	<input checked="" type="checkbox"/>
ELEVATOR UPGRADE/ADA	<input checked="" type="checkbox"/>
EMERGENCY GENERATOR	<input checked="" type="checkbox"/>
FASCIA/SOFFIT REPAIR/REPLACE	<input checked="" type="checkbox"/>
FIRE ALARM UPGRADE	<input checked="" type="checkbox"/>
FOUNDATION REPAIR/UPGRADE	<input checked="" type="checkbox"/>
HVAC STUDY	<input checked="" type="checkbox"/>
MASONRY REPAIRS	<input checked="" type="checkbox"/>
ROOF DRAINAGE UPGRADE	<input checked="" type="checkbox"/>
ROOF REPAIR/REPLACE	<input checked="" type="checkbox"/>
STRUCTURAL STUDY	<input checked="" type="checkbox"/>
STRUCTURAL UPGRADE	<input checked="" type="checkbox"/>
SWITCHGEAR REPAIR/REPLACE	<input checked="" type="checkbox"/>
TUNNEL REPAIR/REPLACE	<input checked="" type="checkbox"/>
WINDOW REPAIR/REPLACE	<input checked="" type="checkbox"/>

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 button will not appear.

Project »View Only

Title: WINDOW REPLACEMENT PROJECT

Project Code: T3C - ENERGY CONSERVATION

Created By

Admin:

Active:

Agency Administrator Instructions

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 will allow the user to update.

Project This lookup code is being referred in transaction and/or historical data, therefore cannot be made in-active!!!

* = required

* Title:

* Project Code:

Created By Admin:

Active:

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

Agency Administrator Instructions

Agency - 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 state accounting system at the start of the budget cycle.
- Asset is used in the **Building Renewal Project** and **Capital Construction Project Request** screens.

Search Assets (065 - DEPARTMENT OF ADMINISTRATIVE SERVICES)

Tag #: Asset Description: Site:

Site Description: Location1 #: Location2 #:

Location3 #:

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

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

Tag #: Asset Description: Site:

Site Description: Location1 #: Location2 #:

Location3 #:

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 will return the user to the previous screen.

Search Assets (065 - DEPARTMENT OF ADMINISTRATIVE SERVICES)

Asset

Description: REHABILITATION UNIT #10 (HRC)

Tag number: 25D0151800B

Location-1: 4200 W. 2ND STREET

Location-2:

Location-3: HASTINGS 68901

Site: 557738

Site Description: AS - BLDG DIV STATE

Active:

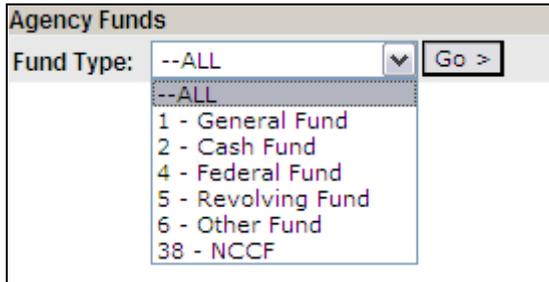
Agency Administrator Instructions

Agency - Funds

This informational screen contains details about what funds are identified in the system. Only funds that are identified as a parent fund in the higher level Funds support table will need to have a Funds Analysis completed. A parent fund is a fund that is not designated as a child fund for any other fund. A parent fund may or may not have child funds assigned to it. All data from child funds will be rolled up to the parent fund on the Funds Analysis screen.

If an agency believes that a Funds Analysis is not required for a particular identified fund, please contact the State Budget Division.

Also, contact the State Budget Division to add a fund that is not listed.



The screenshot shows the 'Agency Funds' interface. At the top, there is a 'Fund Type:' label followed by a dropdown menu currently set to '--ALL'. To the right of the dropdown is a 'Go >' button. The dropdown menu is open, showing a list of fund types: '--ALL', '1 - General Fund', '2 - Cash Fund', '4 - Federal Fund', '5 - Revolving Fund', '6 - Other Fund', and '38 - NCCF'.

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.



The screenshot shows the 'Agency Funds' main display screen. At the top, there is a 'Fund Type:' label followed by a dropdown menu currently set to '--ALL'. To the right of the dropdown is a 'Go >' button. Below the dropdown is a 'Show:' label followed by a dropdown menu currently set to '30 per page'. Below the 'Show:' dropdown is a set of navigation buttons: a left arrow, a double left arrow, a right arrow, and a double right arrow, followed by the page number '1' and '3'. Below the navigation buttons is the text '66 Agency Funds found, displaying 1 to 30. Page 1 / 3'. Below this text is a table with the following columns: 'Description', 'Code', 'Who Last Updated', 'When Last Updated', and 'Active'. The table contains 9 rows of data.

Description	Code	Who Last Updated	When Last Updated	Active
CAPITOL RESTORATION	26500	GBush	Mar 11, 2008	<input checked="" type="checkbox"/>
CAPITOL RESTORATION	26501	GBush	Mar 11, 2008	<input checked="" type="checkbox"/>
CAPITOL RESTORATION	26502	GBush	Mar 11, 2008	<input checked="" type="checkbox"/>
CAPITOL RESTORATION	26503	GBush	Mar 11, 2008	<input checked="" type="checkbox"/>
BLDG RENEWAL 309 TF	26520	GBush	Mar 11, 2008	<input checked="" type="checkbox"/>
TELECOM CASH FD	26530	GBush	Mar 11, 2008	<input checked="" type="checkbox"/>
RESOURCE RECYCLING	26540	GBush	Mar 11, 2008	<input checked="" type="checkbox"/>
VACANT BUILDING	26560	GBush	Mar 11, 2008	<input checked="" type="checkbox"/>
NEBRASKA STATE FAIR STUDY	26565	GBush	Mar 11, 2008	<input checked="" type="checkbox"/>

- 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.

Agency Administrator Instructions

Agency - Grants

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

Agency Grants				
Show: 30 per page				
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	<input checked="" type="checkbox"/>
NATIONAL SCHOOL LUNCH PROGRAM	10.555	GBush	Mar 11, 2008	<input checked="" type="checkbox"/>
SPECIAL MILK PROGRAM FOR CHILD	10.556	GBush	Mar 11, 2008	<input checked="" type="checkbox"/>
CHILD AND ADULT CARE FOOD PROG	10.558	GBush	Mar 11, 2008	<input checked="" type="checkbox"/>

- 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.

Agency Administrator Instructions

Agency - Object Codes

This tab contains information about the unique program-level object codes that an agency has set up in the state accounting system (typically ending in something other than "00" but there are instances of universal object codes ending in "01" through "99" as well). These codes are known in the NBRRS as **Agency Object Codes**. Once set up 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.

Agency Object Codes

Major Account: Program:

No agency object accounts 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 .

Agency Object Codes

Major Account: Program:

Show:

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

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

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

Agency Object Code

Description: UTILITY-FUEL

Program: 171 - MATERIEL DIVISION

Object Code: 523101

Active:

Agency Administrator Instructions

- Click .
- An Agency Administrator may make changes as needed to the Description field only, but any change should continue to reflect a relationship to the description of the standard object code sharing the same first four numbers

Agency Object Code

Description: UTILITY-FUEL

Program: 171 - MATERIEL DIVISION

Object Code: 523101

Active:

(i.e. "523100" in the example above).

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

Agency Object Code This lookup code is being referred in transaction and/or historical data, therefore cannot be made in-active!!!

* = required

* Description:

* Program: 171 - MATERIEL DIVISION

* Object Code:

Active:

- Clicking on will return the user to the previous screen.

Agency Administrator Instructions

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.

Security	
Budget Cycle	2021-2023 <input type="button" value="v"/>
User Id:	<input type="text"/> <input type="button" value=" > Go"/> Search User

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 request for changes should be addressed to the OCIO.

Access Restriction by Granular User Services Welcome GARY BUSH

argus

Agency Applications **Users**

[Search](#)

Search Users

Search Users By UserID AND/OR Name:

User Id:

Last Name:

First Name:

Search Users By Application:

Select

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

Agency Administrator Instructions

- Click on 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 will update the screen with additional information.

Security

Budget Cycle:

User ID:

User

User Id: alinnem
 Full Name: ANN LINNEMAN
 Email Id: Ann.Linneman@nebraska.gov
 Phone Number : 402-471-4180
 User Roles: Agency Administrator, Security Manager, Reports:CAT User
 Active:
 User Type:

Assign Operations

Assign Agencies to User

Available Agencies:

Assigned Agencies:

=====

003 - LEGISLATIVE COUNCIL
 005 - SUPREME COURT
 007 - GOVERNOR
 008 - LIEUTENANT GOVERNOR
 009 - SECRETARY OF STATE
 010 - AUDITOR OF PUBLIC ACCOUNTS
 011 - ATTORNEY GENERAL
 012 - STATE TREASURER
 013 - DEPT OF EDUCATION
 014 - PUBLIC SERVICE COMMISSION
 015 - BOARD OF PAROLE
 016 - DEPT OF REVENUE
 018 - DEPT OF AGRICULTURE
 019 - DEPT OF BANKING

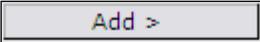
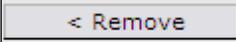
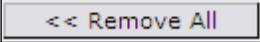
- Various information is listed that includes User ID, Full Name, Email, Phone Number, User Roles assigned, if the user is currently active, and the User Type.
- The User Type must be set by the Budget Division before any assignments can be made.

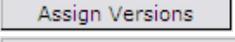
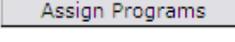
Agency Administrator Instructions

Assigning Access to the Agency 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 selected item on left box to User ID.
	Remove selected item on the right box from the User ID.
	Add all options on the left box to the User ID.
	Remove all items on the right box from the User ID.

- Click  to assign an Agency to a User ID.
- Click  to assign a Version to a User ID.
- Click  to assign a Program to a User ID.

Caution:

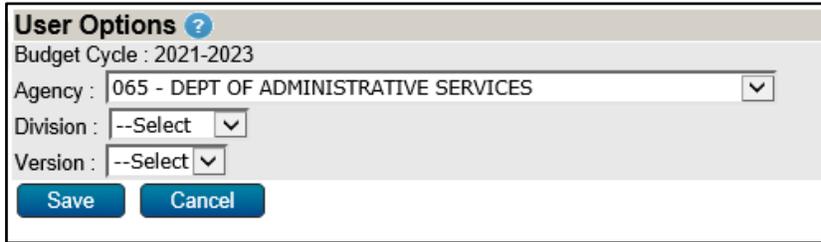
If an Agency Administrator removes access on themselves, only another Agency Administrator with access to that agency or the State Budget Division can assign the access back.

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.

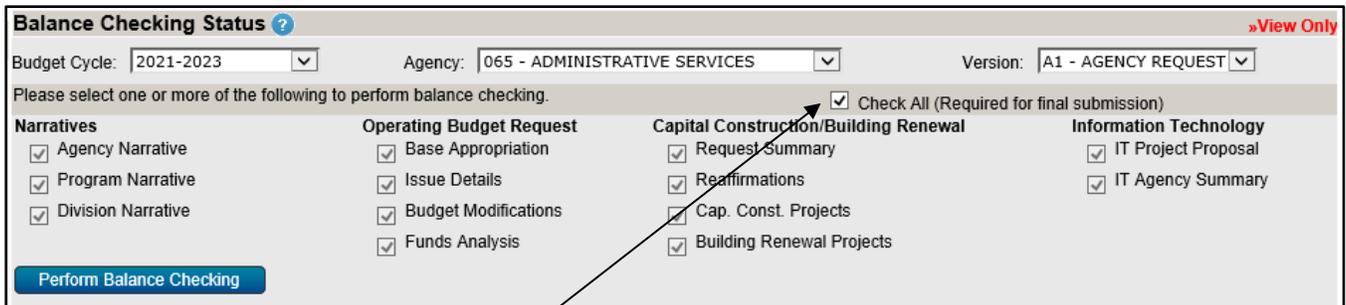


- Click .

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  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 Fatales**, **Show Warnings**, or **Show Success** and clicking on .

See separate instructions on how to submit your budget request.

Agency Budget Request Submission 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**.

Administration

- Support Tables
- Security
- User Options
- Balance Checking
- Umbrella Programs

Balance Checking Status »View Only

Budget Cycle: Agency: Version:

Please select one or more of the following to perform balance checking. Check All (Required for final submission)

<p>Narratives</p> <input checked="" type="checkbox"/> Agency Narrative <input checked="" type="checkbox"/> Program Narrative <input checked="" type="checkbox"/> Division Narrative	<p>Operating Budget Request</p> <input checked="" type="checkbox"/> Base Appropriation <input checked="" type="checkbox"/> Issue Details <input checked="" type="checkbox"/> Budget Modifications <input checked="" type="checkbox"/> Funds Analysis	<p>Capital Construction/Building Renewal</p> <input checked="" type="checkbox"/> Request Summary <input checked="" type="checkbox"/> Reaffirmations <input checked="" type="checkbox"/> Cap. Const. Projects <input checked="" type="checkbox"/> Building Renewal Projects	<p>Information Technology</p> <input checked="" type="checkbox"/> IT Project Proposal <input checked="" type="checkbox"/> IT Agency Summary
--	--	--	---

- 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 check mark . If a red 'X' icon appears then all fatal conditions must be resolved before the version can be submitted.

Balance Checking Status »View Only

Global Status:

Budget Cycle: Agency: Version:

Please select one or more of the following to perform balance checking. Check All (Required for final submission)

<p>Narratives</p> <input checked="" type="checkbox"/> Agency Narrative <input checked="" type="checkbox"/> Program Narrative <input checked="" type="checkbox"/> Division Narrative	<p>Operating Budget Request</p> <input checked="" type="checkbox"/> Base Appropriation <input checked="" type="checkbox"/> Issue Details <input checked="" type="checkbox"/> Budget Modifications <input checked="" type="checkbox"/> Funds Analysis	<p>Capital Construction/Building Renewal</p> <input checked="" type="checkbox"/> Request Summary <input checked="" type="checkbox"/> Reaffirmations <input checked="" type="checkbox"/> Cap. Const. Projects <input checked="" type="checkbox"/> Building Renewal Projects	<p>Information Technology</p> <input checked="" type="checkbox"/> IT Project Proposal <input checked="" type="checkbox"/> IT Agency Summary
--	--	--	---

Display : Show Fatales Show Warnings Show Success

• Narratives
Base Appropriation
Issues
Budget Modifications
Funds Analysis
CC Request Summary
CC Reaffirmations

CC Project Requests
CC Building Renewals
IT Project Proposal
IT Agency Summary

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

Agency Budget Request Submission 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.

Manage Support Tables - Agency Versions

Budget Cycle: 2021-2023

• Agencies Major Accounts Object Codes Job Codes Funds Grants Narratives Proj Codes Proj Types

• Versions Programs Divisions Projects Assets Funds Grants Object Codes

Agency

Description: DEPT OF ADMINISTRATIVE SERVICES
Code: 065

Versions Create Version Copy Versions Merge Versions

Description (Select Version)	Lock Status	Balance Checking Status	Submitted?	Version
» A1 - AGENCY REQUEST	Unlocked	Passed	No	Description: AGENCY REQUEST Type: A Number: 1 Active: <input checked="" type="checkbox"/> Edit Lock Submit Request Budget Request Documents: [OBR][CCBR]

[»View Only](#)

- Confirm the **Balance Checking Status** is **Passed**.
- Finally, click on Submit Request.
- Once the system has completed the process, the version will be locked and shown as **Submitted**.
 - **NOTE:** Only the State Budget Division may unlock a submitted version. Once unlocked, the version will need to once again pass Balance Checking to be re-submitted.

Budget Preparation Reports Instructions

Purpose

- To provide the user with a catalog of reports available on Nebraska Budget Request and Reporting System.

Getting Started

There are two ways to access the **Budget Preparation Reports**.

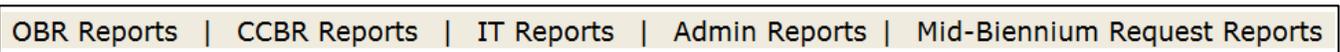
- On the top of the page, click on **Reports**. 

OR

- At the bottom on the left menu, under “**Reports**”, click on “**Preparation Reports**”.



There are 5 sets of reports shown on the report selection bar.



OBR Reports

- Narrative Reports
 - Agency Narrative
 - Division Narrative
 - Program Narrative
- Permanent Salaries Base Report
- Base Appropriations Report
- Request Reports
 - Agency Request Report
 - Division Request Report
 - Program Request Report
 - Subprogram Request Report
- Permanent Salary Request Reports
 - Agency Permanent Salaries Request Report
 - Division Permanent Salaries Request Report
 - Program Permanent Salaries Request Report
 - Subprogram Permanent Salaries Request Report
- Issue Reports
 - Issue Detail Report
 - Issues List Report
- Budget Modifications Reports
 - Modification Detail Report
 - Modifications List Report
- Fund Analysis Report

CCBR Reports

- Capital Construction Reaffirmations Report
- Capital Construction Project Request Report
- Building Renewal Request Report
- Capital Construction Request Summary Report

IT Reports

- IT Issues Summary Report
- IT Agency Summary Report
- IT Agency Detailed Report
- IT Project Proposal Summary Report
- IT Project Proposal Detail Report
- IT Agency Summary Report - FTE
- IT Agency Summary Report - Expenditures

Admin Reports

- Reserved for Budget Office Staff

Mid-Biennium Request Reports

- Agency Mid-Biennium Issues List Report
- Agency Mid-Biennium Request Summary Report
- Mid-Biennium Issue Detail Report
- Mid-Biennium Issues List Report (By Issue/By Program)

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 .



Administrative Services State Budget Division

NEBRASKA BUDGET REQUEST AND REPORTING SYSTEM

Appendices

PROJECTED RATES

Department of Administrative Services, Office of the Chief Information Officer, Department of Transportation – Division 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 has reviewed 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 goods and 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 this appendix. However, the possibility exists for reductions or increases to these rates based on cost changes and/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 use the Enterprise Issue “2021-2023 Teammate Salary Increase” as a placeholder to estimate the cost of teammate salary increases equivalent to **2%** each July 1st for FY 2021-22 and FY 2022-23. The Governor and Legislature will determine appropriation levels during the budget process that will take into consideration any agreements reached through the collective bargaining process.

Account 515100 Retirement:

All permanent, full-time teammates 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 and part-time teammates. Contributions begin immediately upon hire.

	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>
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. The maximum wage listed is an estimate and the actual amount will be determined by the federal government.

	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>
Maximum Rate	7.65%	7.65%	7.65%
FICA Maximum Wage	\$136,800	\$142,200	\$149,100
Medicare Surcharge on Wage above Maximum	1.45%	1.45%	1.45%

Account 515400 Life Insurance:

Life insurance is contracted and is computed by multiplying the rate by the number of permanent teammates enrolled in the life insurance program. For FY 2021-22 and FY 2022-23, no budgeted amount should be computed as the cost will be covered by existing funds.

	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>
	0.00	0.00	0.00

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. State agencies, boards, and commissions should use the Enterprise Issue “2021-2023 Teammate Health Insurance” as a placeholder to estimate the cost to the agency for teammate health insurance with an increase equivalent to 4% on July 1 for FY 2021-22 and FY 2022-23. The Governor and the Legislature will determine appropriation levels that will take into consideration health insurance plan changes and cost estimates for FY 2021-22 and FY 2022-23.

Account 516300 Employee Assistance Program:

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

<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>
12.36	12.36	12.36

Account 516400 Unemployment Compensation:

Calculate unemployment compensation based on past expenditures and anticipated expenditures only.

Account 516500 Workers' Compensation Assessment:

The workers' compensation assessment reflects allocations from an actuarial study which identified actual claims and loss history for each state agency, board, and commission. Please direct your questions to the DAS Division of Risk Management at (402) 471-2551.

<u>Agency</u>	<u>Agency Name</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY2023</u>
003	Legislative Council	130,385	139,418	139,418
005	Supreme Court	561,235	642,184	642,184
007	Governor/PRO	11,659	11,754	11,754
008	Lieutenant Governor	785	863	863
009	Secretary of State	15,433	18,811	18,811
010	Auditor of Public Accounts	23,805	28,211	28,211
011	Attorney General	59,084	71,100	71,100
012	State Treasurer	20,305	23,721	23,721
013	Dept. of Education	250,590	288,491	288,491
014	Public Service Comm.	25,990	30,483	30,483
015	Board of Parole	29,542	34,148	34,148
016	Dept. of Revenue	168,242	182,293	182,293
018	Dept. of Agriculture	81,914	86,697	86,697
019	Dept. of Banking	37,871	45,096	45,096
021	State Fire Marshal	31,574	35,271	35,271
022	Dept. of Insurance	55,167	59,360	59,360
023	Dept. of Labor	150,545	164,421	164,421
024	Dept. of Motor Vehicles	74,975	90,118	90,118
025	Dept. of Health & Human Services	3,142,904	3,368,384	3,368,384
027	Dept. of Transportation	1,970,678	2,117,442	2,117,442
028	Dept. of Veterans' Affairs	444,886	388,556	388,556
029	Dept. of Natural Resources	52,772	62,845	62,845
030	Nebraska Electrical Board	9,601	14,040	14,040
031	Military Department	70,444	96,010	96,010
032	Bd. of Educational Lands & Funds	16,818	17,025	17,025
033	Game & Parks Commission	422,681	453,402	453,402
034	Nebraska Library Commission	17,652	19,087	19,087
035	Liquor Control Commission	6,625	7,126	7,126
036	State Racing Commission	2,772	2,986	2,986
037	Workers' Compensation Court	30,628	33,909	33,909
039	Nebraska Brand Committee	32,261	36,023	36,023
040	Motor Vehicle Industry Licensing	6,171	4,388	4,388

<u>Agency</u>	<u>Agency Name</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY2023</u>
041	Real Estate Commission	4,828	5,441	5,441
045	Board of Barber Examiners	731	869	869
046	Dept. of Correctional Services	1,772,114	2,420,404	2,420,404
047	Educational Telecommunications	26,966	27,984	27,984
048	Postsecondary Education	7,926	7,727	7,727
050-00	Nebraska State Colleges	16,417	17,682	17,682
050-01	Chadron State College	162,040	182,577	182,577
050-03	Peru State College	93,119	106,679	106,679
050-04	Wayne State College	232,574	250,639	250,639
051	University of Nebraska	3,473,261	4,640,433	4,640,433
053	Real Property Appraiser Board	1,352	1,528	1,528
054	State Historical Society	32,351	32,699	32,699
056	Nebraska Wheat Board	1,467	1,816	1,816
057	Oil & Gas Conservation Comm.	4,383	5,662	5,662
058	Engineers & Architects	2,951	3,408	3,408
060	Nebraska Ethanol Board	2,685	2,820	2,820
063	Board of Public Accountancy	1,684	1,825	1,825
064	Nebraska State Patrol	577,552	580,880	580,880
065	Administrative Services	304,133	373,590	373,590
066	Board of Examiners-Abstractors	219	140	140
067	Equal Opportunity Commission	11,005	12,057	12,057
068	Commission on Latino-Americans	1,074	1,129	1,129
069	Nebraska Arts Council	4,401	5,083	5,083
070	Foster Care Review	12,301	14,153	14,153
072	Dept. of Economic Development	31,735	34,653	34,653
074	Power Review Board	1,765	2,100	2,100
075	Nebraska Investment Council	9,559	10,847	10,847
076	Comm. on Indian Affairs	1,331	1,339	1,339
077	Comm. on Industrial Relations	1,455	1,800	1,800
078	Crime Commission	22,860	25,321	25,321
081	Comm. for Blind & Visually Impaired	24,511	22,175	22,175
082	Comm. for Deaf & Hard of Hearing	4,923	6,216	6,216
084	Dept. of Environment & Energy*	114,317	120,437	120,437
085	Public Employees Retirement System	20,499	22,107	22,107
086	Dry Bean Commission	373	493	493
087	Accountability & Disclosure Comm.	3,722	6,558	6,558
088	Corn Development Marketing Board	3,282	3,999	3,999
091	Nebraska Tourism Commission	5,560	6,550	6,550
092	Grain Sorghum Board	447	688	688
093	Tax Equalization & Review Comm.	4,971	5,271	5,271
094	Commission on Public Advocacy	6,560	7,550	7,550
Total		14,961,398	17,548,992	17,548,992

* The former State Energy Office's assessment is included in the Department of Environment & Energy assessment.

Account 521100 Postage Expense:

Listed below is the charge associated with DAS Materiel's mail processes.

	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>
Postage Surcharge	16.00%	15.20%	15.20%

Account 521400 OCIO Expense:

The type of service required by agencies determines the billing for services provided by the Office of the CIO.

To avoid duplication of expenses, all OCIO bills received by agencies are to be coded to object code 521400. In cases where OCIO is purchasing a fixed asset for the agency, the OCIO and the agency should collaborate to ensure proper coding on both sides, with no expense duplication.

Unless otherwise indicated, all amounts are billed on a monthly basis. For assistance regarding your agencies historical usage, please contact the Office of the CIO at (402) 471-3560.

The projected rates are:

Service Category	Service	Unit of	FY 2021	FY 2022	FY 2023
Network	Public DSL	Each		Call for Pricing	
	Core Transport Mgt (non-public DSL)	Circuit	192.00	192.00	192.00
	Telepresence Video Unit (TVU)	Each		75.00	75.00
	State Network - Senior	Hour	84.00	87.00	90.00
	Advanced Network Support - Lead	Hour	96.00	99.00	102.00
	Firewall	Each	150.00	150.00	150.00
	Firewall – Shared	Each	75.00	75.00	75.00
	Network Performance Monitoring Svc	Each	100.00	100.00	100.00
	Site to Site VPN	Each	150.00	150.00	150.00
	Site to Site VPN – Shared	Each	37.50	37.50	37.50
	WebEx/Spark Services	User	5.00	5.00	5.00
Voice / Wireless Communications	Cisco IP NUCN ⁽¹⁾	Each		Call for Pricing	
	Local Basic ⁽¹⁾	Each		Call for Pricing	
	Toll Free	Each	0.05	0.05	0.05
	Toll / Rerate BC 600	Each	0.06	0.06	0.06
	NVNET System	Each	16.50	16.50	16.50
	Language Line - Standard	Minute	0.70	0.70	0.70
	Language Line - Legal / Medical	Minute	1.20	1.20	1.20
	IVR - Agent Charge	Each	140.00	140.00	140.00
	Smartphone Set Up	Hourly	75.50	78.50	81.50
	Voice/Wireless Support	Hourly	75.50	78.50	81.50
Voice/Wireless – Lead	Hourly	96.00	99.00	102.00	
Application Development	Application Developer	Hour	75.50	78.50	81.50
	Appl. Developer - Co-Located	Hour	67.00	70.00	73.00
	Applications Developer / SR	Hour	84.00	87.00	90.00
	Appl. Developer / SR Co-Located	Hour	78.00	81.00	84.00
	Appl. Developer / Lead	Hour	96.00	99.00	102.00
	Appl. Developer / Lead Co-Located	Hour	90.00	93.00	96.00
	Clarity Project Management	Monthly/User	12.00	12.00	12.00
	Application Hosting	Web Hosting Hit Rate First 200K	Each	0.0049	0.0049
Web Hosting 200K - 1,000K Hits		Each	0.0025	0.0025	0.0025
Web Hosting 1,000K - 4,000K Hits		Each	0.0003	0.0003	0.0003
Web Hosting over 4,000K Hits		Each	0.0001	0.0001	0.0001
Web Application Hosting Fee		Monthly/Applicati	275.00	275.00	275.00
Static Web Hosting Fee		Month	28.00	28.00	28.00
SQL Server Database Hosting		Month	35.50	35.50	35.50

⁽¹⁾ As of 12/31/19 and 6/30/20, Windstream and Centurylink will no longer be providing historical Centrex (land line) service.

Service Category	Service	Unit of	FY 2021	FY 2022	FY 2023
App Hosting Continued	SQL Server Database Hosting (GB)	GB	7.00	7.00	7.00
	Kronos Time Entry	User	0.85	0.85	0.85
	State Gas System	Gallon	0.018	0.027	0.027
Electronic Content Management	Base User Fee less than 50,000 transactions per month	Month	75.50	78.50	81.50
	ECM Transaction Fee	Transaction	0.00159	0.00165	0.00165
	ECM Storage	GB	0.20	0.20	0.20
Cabling Services	Closed Circuit TV (CCTV)	Each	7.14	8.90	8.90
	Design, Engineering & Mgmt Svcs	Hour	96.00	99.00	102.00
	Cabling Services – Analyst	Hour	75.50	78.50	81.50
	Cabling Services – Senior	Hour	84.00	87.00	90.00
	NSOB Voice/Data Outlet, Single	Outlet	211.00	211.00	211.00
	NSOB Voice/Data Outlet, Dual	Outlet	315.00	315.00	315.00
	1526 Building Voice/Data, Single	Outlet	478.00	478.00	478.00
Open Systems	Data Protector Backup	GB	0.39	0.39	0.39
	Remote Client Access	Account	13.00	13.00	13.00
	Multi Factor Authentication	User	4.00	4.00	4.00
	Server Support - Basic	Server	160.00	160.00	160.00
	SAN HBA Connection	Connection	72.00	72.00	72.00
	SAN Storage (w/ Replication)	GB	0.20	0.20	0.20
	Virtual Server - 2GB	Per 2 GB	70.00	70.00	70.00
	VM Memory Surcharge	Each	30.00	30.00	30.00
	Managed Domain Services	Account	5.75	5.75	5.75
	State VPN Connection	Account	13.00	13.00	13.00
	Open System Support	Hour	75.50	78.50	81.50
	Open System Support - Senior	Hour	84.00	87.00	90.00
	Open System Support - Advanced	Hour	96.00	99.00	102.00
	Secure File Transfer (0-100 Users)	User	3.00	3.00	3.00
	Secure File Transfer (Over 100 Users)	User	2.00	2.00	2.00
	Rack Hosting Fee – Device (Primary)	CPU	50.00	50.00	50.00
	Rack Hosting Fee – Cabinet (Primary)	Cabinet	1,500.00	1,500.00	1,500.00
	Rack Hosting Fee – Device (Secondary) ⁽²⁾	CPU	45.00	45.00	45.00
	Rack Hosting Fee – Cabinet (Secondary) ⁽²⁾	Cabinet	1,350.00	1,350.00	1,350.00
	Inbound / Outbound Internet Fax	Page	0.058	0.058	0.058
⁽²⁾ Transport not included (see Core Transport Mgt (non-public DSL))					
Site Support & Computer Leasing	Site Support	Exchange Acct	41.50	41.50	41.50
	Desktop Lease Program ⁽³⁾	Desktop	22.00	22.00	22.00
	Laptop Lease Program ⁽³⁾	Laptop	34.00	34.00	34.00
	Performance Desktop Lease ⁽³⁾	Desktop	31.00	31.00	31.00
	Performance Laptop Lease ⁽³⁾	Laptop	57.00	57.00	57.00
⁽³⁾ Includes hardware costs only. Site Support must also be purchased. It is mandatory for code agencies and all current OCIO lease customers.					
Technology Fee	Technology Fee	FTE + Contractor	26.06	38.00	38.00

Service Category	Service	Unit of	FY 2021	FY 2022	FY 2023
Enterprise Computing	MVS-CICS	Sec-CPU	0.1285	0.2239	0.2239
	CICS zIIP	Sec-CPU	0.0985	0.1780	0.1780
	MVS Enterprise Server	Sec-CPU	0.0730	0.0900	0.0900
	MVS-DB2 CPU	Sec-CPU	0.0730	0.0900	0.0900
	MVS Enterprise zIIP	Sec-CPU	0.0730	0.0761	0.0761
	CCF-MMF Migrations	Migration	56.00	-	-
	CCF-MMF Migrations	Module	-	0.71	0.73
	Job Schedule Support	Job	1.24	2.00	2.00
	Output Manager Service	Per 1,000 Lines	0.05	0.1325	0.1325
	Job Scheduler	Hour	45.00	62.00	62.00
	MVS-Disk Storage	Cycle	0.0248	0.0316	0.0316
	Tape Storage	GB	1.00	1.89	1.89
	Systems Prog – Senior	Hour	84.00	87.00	90.00
	Systems Prog – Lead	Hour	96.00	99.00	102.00
	Data Base Admin – Senior	Hour	84.00	87.00	90.00
Data Base Admin – Lead	Hour	96.00	99.00	102.00	
Public Safety	Public Safety Comm. System	Device	72.00	72.00	72.00
Microsoft	Microsoft Enterprise Cloud Suite	Exchange Acct	31.00	33.30	35.00
	Exchange Services – Education	Account	14.50	14.50	14.50
Other Services	Mass Notification Mgmt Fee	Agency	60.00	60.00	60.00
	Mass Notification W/Telephony	User	0.09	0.09	0.09
	Mass Notification W/O Telephony	User	0.07	0.07	0.07
	Analytics & Reporting (OBIEE)	User	23.50	23.50	23.50
	Systems Prog - Senior (Midrange)	Hour	84.00	87.00	90.00
	Systems Prog - Lead (Midrange)	Hour	96.00	99.00	102.00

Account 521500 Publications and Printing:

Printing Services: Listed in the following table is a detailed breakdown of rates set by the DAS Materiel Division. This list should be used to estimate your agency's printing costs for FY 2021-22 and FY 2022-23. Most print jobs utilize more than one type of service. Please contact Printing Services at (402) 471-4137 for additional information.

<u>Cost Center</u>	<u>Service</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>
401	Type Input/Design 1/2 hour	42.14	40.13	40.13
524	Computer to Plate (each)	13.60	12.95	12.95
525	CTP-Metal	52.63	50.12	50.12
601	Black Ink	7.80	7.43	7.43
602	Wash Up (each)	28.86	27.49	27.49
603	Plate Change (each)	5.92	5.64	5.64
611	Web Impression/M	2.06	1.96	1.96
621	Docutech Impression/C	2.38	2.27	2.27
625	Warrant Printing (per warrant)	0.05	0.05	0.05
626	Variable Printing/Copy (each)	0.03	0.03	0.03
631	Sheet Impression / M	4.63	4.41	4.41
660	Digital Color	0.17	0.16	0.16
701	Machine Staple / C	2.06	1.96	1.96
703	Padding / M	2.48	2.36	2.36
711	Collate # Sheet - each	7.85	7.48	7.48
712	Collate # Sets / C	3.17	3.02	3.02
721	Folding / M	7.21	6.87	6.87
722	Punching / M	3.06	2.91	2.91
731	Numbering / M	22.07	21.02	21.02
732	Perforating / Score / M	10.75	10.24	10.24
741	Trimming / M	1.79	1.70	1.70
751	Shrink Wrap - each	0.37	0.35	0.35
752	Inkjet Labeling / M	37.63	35.84	35.84
771	Insert/Smart Insert Pc/Env - each	9.17	8.73	8.73
772	Insert # Envelope / C	1.50	1.43	1.43
773	Smart Insert # Envelope / C	4.89	4.66	4.66
799	Finish Hourly - 1/2 hour	22.49	21.42	21.42
802	Special Purchase	37%	35%	35%
803	Paper Costs	37%	35%	35%
804	Plate Costs	37%	35%	35%
805	Special Order Supplies	37%	35%	35%
806	Colored Ink	37%	35%	35%
	Color Copies	0.07	0.07	0.07
	Binding	0.74	0.70	0.70
	CD Burns	2.10	2.00	2.00
	DVD Burns	4.20	4.00	4.00
	Laminating (all sizes)	0.69	0.66	0.66

Account 524600 / 524900 State Building Division & DAS 309 Task Force Rates:

The following table lists the square footage and total rental rates for various spaces administered by DAS 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 DAS State Building Division for office and special use space. If your facility is not listed, or if you have questions, please contact DAS State Building Division at (402) 525-2903.

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. No federal funds should be used to pay for these assessments.

<u>Building</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>Sq. Feet</u>
The following buildings are occupied by a single agency. The total monthly rental cost and depreciation cost is shown for each building.				
Beatrice State Development Center				
Base	6.08	5.35	5.35	553,037
Depreciation	1.81	1.31	1.31	553,037
Total	7.89	6.66	6.66	
Total Rental Cost	3,362,465	2,961,100	2,961,100	
Total Depreciation Cost	1,000,997	724,478	724,478	
Bridges				
Base	11.59	10.20	10.20	11,279
Depreciation	1.64	1.28	1.28	11,279
Total	13.23	11.48	11.48	
Total Rental Cost	130,724	115,071	115,071	
Total Depreciation Cost	18,498	14,437	14,437	
Central Nebraska Veterans Home				
Base	4.81	4.23	4.23	334,163
Depreciation	3.63	4.73	4.73	334,163
Total Rate	8.44	8.96	8.96	
Total Rental Cost	1,607,257	1,413,499	1,413,499	
Total Depreciation Cost	1,212,961	1,580,591	1,580,591	
Eastern Nebraska Veterans Home				
Base	5.23	4.61	4.61	121,963
Depreciation	2.20	1.71	1.71	121,963
Total Rate	7.43	6.32	6.32	
Total Rental Cost	637,866	561,666	561,666	
Total Depreciation Cost	268,319	208,557	208,557	
Geneva YRTC				
Base	8.07	7.10	7.10	97,189
Depreciation	2.53	2.18	2.18	97,189
Total Rate	10.60	9.28	9.28	
Total Rental Cost	784,315	690,359	690,359	
Total Depreciation Cost	245,888	211,872	211,872	
Grand Island Patrol Facility (Troop C)				
Base	14.15	12.45	12.45	8,656
Depreciation	1.20	0.94	0.94	8,656
Total Rate	15.35	13.39	13.39	
Total Rental Cost	122,482	107,794	107,794	
Total Depreciation Cost	10,387	8,137	8,137	

<u>Building</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>Sq. Feet</u>
Hastings Regional Center				
Base	3.31	2.91	2.91	394,856
Depreciation	1.91	1.49	1.49	394,856
Total Rate	5.22	4.40	4.40	
Total Rental Cost	1,306,973	1,149,854	1,149,854	
Total Depreciation Cost	754,175	588,335	588,335	
Kearney Game and Parks Maint. Facility				
Base	4.46	3.92	3.92	11,385
Depreciation	0.76	0.46	0.46	11,385
Total Rate	5.22	4.38	4.38	
Total Rental Cost	50,777	44,674	44,674	
Total Depreciation Cost	6,717	5,237	5,237	
Kearney Patrol Facility				
Base	9.69	8.53	8.53	1,877
Depreciation	2.08	1.61	1.61	1,877
Total Rate	11.77	10.14	10.14	
Total Rental Cost	18,188	16,009	16,009	
Total Depreciation Cost	3,904	3,022	3,022	
Kearney YRTC				
Base	6.44	5.67	5.67	164,861
Depreciation	1.25	0.97	0.97	164,861
Total Rate	7.69	6.64	6.64	
Total Rental Cost	1,061,705	934,043	934,043	
Total Depreciation Cost	206,076	159,915	159,915	
Law Enforcement Training Center				
Base	7.06	6.21	6.21	128,615
Depreciation	2.89	2.24	2.24	128,615
Total Rate	9.95	8.45	8.45	
Total Rental Cost	908,022	798,607	798,607	
Total Depreciation Cost	371,697	288,098	288,098	
Lexington Patrol Facility (Troop D)				
Base	12.60	11.09	11.09	1,924
Depreciation	1.54	1.19	1.19	1,924
Total Rate	14.14	12.28	12.28	
Total Rental Cost	24,242	21,338	21,338	
Total Depreciation Cost	2,963	2,290	2,290	
Lincoln Regional Center				
Base	7.51	6.61	6.61	366,818
Depreciation	1.32	1.03	1.03	366,818
Total Rate	8.83	7.64	7.64	
Total Rental Cost	2,754,803	2,424,476	2,424,476	
Total Depreciation Cost	484,200	377,823	377,823	
Norfolk Patrol Facility (Troop B)				
Base	13.94	12.26	12.26	8,800
Depreciation	1.23	0.96	0.96	8,800
Total Rate	15.17	13.22	13.22	
Total Rental Cost	122,672	107,917	107,917	
Total Depreciation Cost	10,824	8,448	8,448	

<u>Building</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>Sq. Feet</u>
Norfolk Regional Center				
Base	4.90	4.31	4.31	222,814
Depreciation	1.66	1.29	1.29	222,814
Total Rate	6.56	5.60	5.60	
Total Rental Cost	1,091,789	960,276	960,276	
Total Depreciation Cost	369,871	287,430	287,430	
Norfolk Veterans Home				
Base	4.65	4.09	4.09	145,128
Depreciation	2.00	1.55	1.55	145,128
Total Rate	6.65	5.64	5.64	
Total Rental Cost	674,845	593,251	593,251	
Total Depreciation Cost	290,256	224,948	224,948	
North Platte Patrol Facility (Troop D)				
Base	9.60	8.45	8.45	10,832
Depreciation	0.54	0.42	0.42	10,832
Total Rate	10.14	8.87	8.87	
Total Rental Cost	103,987	91,547	91,547	
Total Depreciation Cost	5,849	4,549	4,549	
Omaha Patrol Facility (Troop A)				
Base	11.58	10.19	10.19	8,724
Depreciation	1.21	0.94	0.94	8,724
Total Rate	12.79	11.13	11.13	
Total Rental Cost	101,024	88,929	88,929	
Total Depreciation Cost	10,556	8,201	8,201	
Scotts Bluff Patrol Facility (Troop E)				
Base	7.56	6.65	6.65	28,802
Depreciation	1.37	1.07	1.07	28,802
Total Rate	8.93	7.72	7.72	
Total Rental Cost	217,743	191,507	191,507	
Total Depreciation Cost	39,459	30,818	30,818	
Surplus Property				
Base	3.20	2.82	2.82	8,553
Depreciation	0.89	0.70	0.70	8,553
Total Rate	4.09	3.52	3.52	
Total Rental Cost	27,370	24,120	24,120	
Total Depreciation Cost	7,612	5,987	5,987	
TSB Center (Parking)				
Base	1.30	1.12	1.12	17,949
Depreciation	1.07	0.85	0.85	17,949
Total Rate	2.37	1.97	1.97	
Total Rental Cost	23,334	20,123	20,123	
Total Depreciation Cost	19,205	15,257	15,257	
TSB Gas Shack				
Base	8.08	7.11	7.11	434
Depreciation	2.91	2.26	2.26	434
Total Rate	10.99	9.37	9.37	
Total Rental Cost	3,507	3,084	3,084	
Total Depreciation Cost	1,263	981	981	

<u>Building</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>Sq. Feet</u>
Western Nebraska Veterans Home				
Base	6.16	5.42	5.42	90,060
Depreciation	1.82	1.41	1.41	90,060
Total Rate	7.98	6.83	6.83	
Total Rental Cost	554,770	488,530	488,530	
Total Depreciation Cost	163,909	126,985	126,985	

The following buildings are shared by multiple agencies. The monthly rental rate is based upon each agency's square footage within the building.

<u>Building</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>
501 Building Office			
Base	23.52	19.74	19.74
Depreciation	3.59	2.84	2.84
Total	27.11	22.58	22.58
501 Building Lower Level			
Base	13.11	11.80	11.80
Depreciation	3.59	2.84	2.84
Total	16.70	14.64	14.64
1526 Building			
Base	9.80	8.78	8.78
Depreciation	4.32	3.29	3.29
Total	14.12	12.07	12.07
Executive Building			
Base	9.80	9.25	9.25
Depreciation	2.47	2.06	2.06
Total Rate	12.27	11.31	11.31
Nebraska State Office Building			
Base	8.46	7.57	7.57
Depreciation	3.27	2.59	2.59
Total Rate	11.73	10.16	10.16
North Platte Craft State Office Building			
Base	18.40	16.72	16.72
Depreciation	4.46	4.40	4.40
Total Rate	22.86	21.12	21.12
Omaha State Office Building			
Base	11.44	10.12	10.12
Depreciation	2.79	2.39	2.39
Total Rate	14.23	12.51	12.51
State Laboratory			
Base	25.73	22.65	22.65
Depreciation	2.59	1.99	1.99
Total Rate	28.32	24.64	24.64
TSB Center			
Base	8.08	7.32	7.32
Depreciation	1.07	0.85	0.85
Total Rate	9.15	8.17	8.17
Whitehall Campus			
Base	9.04	7.64	7.64
Depreciation	2.38	1.78	1.78
Total Rate	11.42	9.42	9.42

Account 524600 Commercial Leases:

State agencies, boards and commissions occupying commercial leased space managed through DAS State Building Division are assessed an overhead cost of 2% 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 part of the lease agreement. If you have any questions regarding commercial leased space, please direct your questions to the DAS State Building Division at (402) 525-2903.

Account 541100 Accounting Assessment

The Accounting Assessments for FY 2021-22 and FY 2022-23 are based on the division's request for resources to support the DAS State Accounting system and corresponding functional areas. Please direct your questions to DAS State Accounting at (402) 471-0600.

<u>Agency</u>	<u>Agency Name</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>
003	Legislative Council	28,943	32,376	32,376
005	Supreme Court	203,984	214,257	214,257
007	Governor/PRO	2,562	2,373	2,373
008	Lieutenant Governor	334	340	340
009	Secretary of State	12,445	13,301	13,301
010	Auditor of Public Accounts	5,135	5,686	5,686
011	Attorney General	14,629	14,375	14,375
012	State Treasurer	54,154	58,488	58,488
013	Dept. of Education	467,267	435,893	435,893
014	Public Service Commission	19,361	16,347	16,347
015	Board of Parole	8,899	9,461	9,461
016	Dept. of Revenue	387,548	412,256	412,256
018	Dept. of Agriculture	39,204	47,690	47,690
019	Dept. of Banking	12,238	11,288	11,288
021	State Fire Marshal	10,895	10,504	10,504
022	Dept. of Insurance	17,523	18,958	18,958
023	Dept. of Labor	120,290	119,363	119,363
024	Dept. of Motor Vehicles	35,926	39,266	39,266
025	Dept. of Health & Human Services	1,895,285	1,578,225	1,578,225
027	Dept. of Transportation	469,305	457,343	457,343
028	Dept. of Veterans' Affairs	7,306	161,851	161,851
029	Dept. of Natural Resources	20,850	20,182	20,182
030	Nebraska Electrical Board	3,393	3,442	3,442
031	Military Department	43,211	46,680	46,680
032	Bd. of Educational Lands & Funds	7,369	7,310	7,310
033	Game & Parks Commission	182,291	203,975	203,975
034	Nebraska Library Commission	6,098	6,120	6,120
035	Liquor Control Commission	3,574	3,547	3,547
036	State Racing Commission	789	786	786
037	Workers' Compensation Court	7,772	7,342	7,342
039	Nebraska Brand Committee	7,438	8,319	8,319
040	Motor Vehicle Industry Licensing	1,582	1,390	1,390
041	Real Estate Commission	2,668	2,714	2,714
045	Board of Barber Examiners	724	799	799
046	Dept. of Correctional Services	687,822	528,458	528,458
047	Educational Telecommunications	9,423	8,994	8,994
048	Postsecondary Education	7,838	5,705	5,705
050	Nebraska State Colleges	45,891	55,317	55,317
051	University of Nebraska	741,093	835,631	835,631
053	Real Property Appraiser Board	1,013	1,037	1,037
054	State Historical Society	16,142	15,768	15,768

Agency	Agency Name	FY 2021	FY 2022	FY 2023
056	Nebraska Wheat Board	837	793	793
057	Oil & Gas Conservation Comm.	1,453	1,347	1,347
058	Engineers & Architects	1,921	1,960	1,960
059	Board of Geologists	168	170	170
060	Nebraska Ethanol Board	796	666	666
061	Dairy Industry Development Board	397	370	370
062	Board of Examiners-Land Surveyors	85	111	111
063	Board of Public Accountancy	883	878	878
064	Nebraska State Patrol	98,507	97,530	97,530
065	Administrative Services	311,420	328,973	328,973
066	Board of Examiners-Abstractors	142	102	102
067	Equal Opportunity Commission	3,815	3,755	3,755
068	Commission on Latino-Americans	405	409	409
069	Nebraska Arts Council	2,348	2,290	2,290
070	Foster Care Review	4,021	3,787	3,787
072	Dept. of Economic Development	20,454	20,080	20,080
073	Board of Landscape Architects	51	69	69
074	Power Review Board	603	616	616
075	Nebraska Investment Council	1,892	1,709	1,709
076	Comm. on Indian Affairs	447	527	527
077	Comm. on Industrial Relations	495	410	410
078	Crime Commission	12,841	15,013	15,013
081	Comm. for Blind & Visually Impaired	12,077	10,411	10,411
082	Comm. for Deaf & Hard of Hearing	1,760	1,966	1,966
084	Dept. of Environment and Energy*	88,475	99,966	99,966
085	Public Employees Retirement System	303,398	330,525	330,525
086	Dry Bean Commission	347	399	399
087	Accountability & Disclosure Comm.	1,192	1,147	1,147
088	Corn Development Marketing Board	3,381	3,444	3,444
091	Nebraska Tourism Commission	3,320	3,759	3,759
092	Grain Sorghum Board	430	327	327
093	Tax Equalization & Review Comm.	1,466	1,302	1,302
094	Commission on Public Advocacy	2,223	2,347	2,347
Total		6,492,264	6,360,315	6,360,315

* The former State Energy Office's assessment is included in the Department of Environment & Energy assessment.

Account 541200 Purchasing Assessment:

The Purchasing Assessments for FY 2021-22 and FY 2022-23 are based on DAS Materiel Division's request for resources to meet the demands relative to the processing of goods and service contracts. Please direct your questions to the Materiel Division at (402) 471-0972.

Use the object account 541200 to ensure proper recording of this expense.

<u>Agency</u>	<u>Agency Name</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>
003	Legislative Council	3,784	3,276	3,276
005	Supreme Court	108,740	81,284	81,284
007	Governor/PRO	357	298	298
008	Lieutenant Governor	22	20	20
009	Secretary of State	5,224	4,043	4,043
010	Auditor of Public Accounts	648	593	593
011	Attorney General	2,475	2,115	2,115
012	State Treasurer	5,405	4,099	4,099
013	Dept. of Education	38,183	27,338	27,338
014	Public Service Comm.	2,341	1,340	1,340
015	Board of Parole	1,195	2,496	2,496
016	Dept. of Revenue	11,776	11,115	11,115
018	Dept. of Agriculture	7,739	6,235	6,235
019	Dept. of Banking	1,478	1,232	1,232
021	State Fire Marshal	1,229	1,056	1,056
022	Dept. of Insurance	11,747	15,839	15,839
023	Dept. of Labor	11,182	6,964	6,964
024	Dept. of Motor Vehicles	8,735	16,679	16,679
025	Dept. of Health & Human Services	116,189	167,111	167,111
027	Dept. of Transportation	388,023	352,190	352,190
028	Dept. of Veterans' Affairs	351	35,094	35,094
029	Dept. of Natural Resources	5,284	3,443	3,443
030	Nebraska Electrical Board	279	265	265
031	Military Department	13,587	13,754	13,754
032	Bd. of Educational Lands and Funds	3,104	2,992	2,992
033	Game and Parks Commission	40,606	42,337	42,337
034	Nebraska Library Commission	732	681	681
035	Liquor Control Commission	223	201	201
036	State Racing Commission	187	162	162
037	Workers' Compensation Court	1,331	990	990
039	Nebraska Brand Committee	779	1,060	1,060
040	Motor Vehicle Industry Licensing	151	117	117
041	Real Estate Commission	435	349	349
045	Board of Barber Examiners	22	20	20
046	Dept. of Correctional Services	192,084	143,718	143,718
047	Educational Telecommunications	5,291	3,991	3,991
048	Postsecondary Education	10,788	186	186
053	Real Property Appraiser Board	174	90	90
054	State Historical Society	2,586	2,013	2,013
056	Nebraska Wheat Board	1,136	706	706
057	Oil and Gas Conservation Comm.	446	209	209
058	Engineers & Architects	201	132	132
059	Board of Geologists	20	17	17
060	Nebraska Ethanol Board	240	149	149
061	Dairy Industry Development Board	1,845	1,339	1,339
062	Board of Examiners-Land Surveyors	10	8	8
063	Board of Public Accountancy	115	83	83

Agency	Agency Name	FY 2021	FY 2022	FY 2023
064	Nebraska State Patrol	26,133	23,529	23,529
065	Administrative Services	135,753	99,800	99,800
066	Board of Examiners-Abstractors	18	4	4
067	Equal Opportunity Commission	368	314	314
068	Commission on Latino-Americans	29	31	31
069	Nebraska Arts Council	147	160	160
070	Foster Care Review	394	365	365
072	Dept. of Economic Development	2,459	1,494	1,494
073	Board of Landscape Architects	20	14	14
074	Power Review Board	287	218	218
075	Nebraska Investment Council	1,665	1,055	1,055
076	Comm. on Indian Affairs	38	119	119
077	Comm. on Industrial Relations	47	43	43
078	Crime Commission	3,383	2,544	2,544
081	Comm. for Blind & Visually Impaired	1,512	759	759
082	Comm. for Deaf & Hard of Hearing	236	176	176
084	Dept. of Environment and Energy*	20,104	13,074	13,074
085	Public Employees Retirement System	5,995	5,514	5,514
086	Dry Bean Commission	309	309	309
087	Accountability & Disclosure Comm.	118	138	138
088	Corn Development Marketing Board	9,004	7,224	7,224
091	Nebraska Tourism Commission	1,112	1,407	1,407
092	Grain Sorghum Board	58	61	61
093	Tax Equalization & Review Comm.	189	124	124
094	Commission on Public Advocacy	279	227	227
Total		1,218,136	1,118,132	1,118,132

* The former State Energy Office's assessment is included in the Department of Environment & Energy assessment.

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 (402) 471-2551.

Agency	Agency Name	FY 2021	FY 2022	FY 2023
009	Secretary of State	410	507	507
013	Dept. of Education	820	1,014	1,014
014	Public Service Comm.	5,326	7,159	7,159
016	Dept. of Revenue	1,639	2,027	2,027
018	Dept. of Agriculture	21,535	27,716	27,716
021	State Fire Marshal	14,423	17,827	17,827
022	Dept. of Insurance	410	-	-
024	Dept. of Motor Vehicles	5,058	5,708	5,708
025	Dept. of Health & Human Services	174,784	159,301	159,301
027	Dept. of Transportation	1,303,117	1,385,172	1,385,172
028	Dept. of Veterans' Affairs	410	41,702	41,702
029	Dept. of Natural Resources	2,688	3,041	3,041
031	Military Department	31,139	40,914	40,914
032	Bd. of Educational Lands & Funds	10,938	12,961	12,961
033	Game & Parks Commission	509,004	721,837	721,837
039	Nebraska Brand Committee	2,049	2,534	2,534
046	Dept. of Correctional Services	82,439	96,339	96,339

<u>Agency</u>	<u>Agency Name</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>
047	Educational Telecommunications	1,426	1,520	1,520
050-01	Chadron State College	21,757	26,959	26,959
050-03	Peru State College	20,133	25,279	25,279
050-04	Wayne State College	21,799	26,601	26,601
054	State Historical Society	2,868	3,547	3,547
057	Oil & Gas Conservation Comm.	1,639	2,027	2,027
064	Nebraska State Patrol	337,602	413,913	413,913
065-04	DAS - Building	21,604	27,359	27,359
065-05	DAS - Materiel	1,524	1,520	1,520
065-10	DAS – TSB	560,781	933,933	933,933
065-12	DAS - 309 Task Force	410	507	507
065-13	DAS - Capitol Com	1,639	2,027	2,027
065-15	DAS – OCIO	410	507	507
078	Crime Commission	820	1,014	1,014
084	Dept. of Environment & Energy*	2,452	507	507
088	Corn Development Marketing Board	410	507	507
Total		3,163,463	3,993,486	3,993,486

* The former State Energy Office's assessment is included in the Department of Environment & Energy assessment.

Account 556100 Motor Vehicle Physical Damage Coverage:

Motor vehicle physical damage coverage may be purchased at the stated rate per \$100 of the original purchase price of the vehicle.

	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>
Per \$100 of the original purchase price	\$1.946	\$1.906	\$1.906

Account 556100 State Property Insurance:

The DAS Risk Management Division procures insurance for both real and personal property. Building insurance is required. Agencies have the option to purchase insurance for their inventory/contents and inland marine. The rate is based upon \$100 of the replacement value.

State Inventory/Contents Insurance:

Inventory/contents insurance coverage is for agency owned property (except electronic) on state property. Please direct your questions to the DAS Risk Management Division at (402) 471-2551.

	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>
Per \$100 of replacement value	0.0710	0.0755	0.0755

Inland Marine Rates:

Inland marine insurance covers state owned computers and other electronic equipment when it is on-site and off-site of state property and other property when it is off-site. An example of this is for laptop computers or other mobile equipment. Please direct your questions to the DAS Risk Management Division at (402) 471-2551.

	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>
Per \$100 of replacement value	0.0400	0.0425	0.0425

State Building Insurance:

Each state agency, board, and commission owning building(s) must have property insurance. The Department of Administrative Services is responsible for the insurance on buildings owned / managed by DAS State Building Division. DAS State Building Division maintains property values for all state owned properties. If you have questions regarding your property valuation, please contact DAS State Building Division at (402) 471-0418 or the DAS Risk Management Division at (402) 471-2551.

	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>
Per \$100 of replacement value	0.0910	0.0975	0.0975

State Blanket Bond:

The state blanket bond is insurance coverage against losses due to theft, teammate 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 fee per teammate is:

<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>
6.73	8.65	8.65

Account 573100 State Owned Transportation:

Vehicle charges consist of two components: mileage and rental (lease) rates. Mileage rates represent the cost of operations, both direct and indirect. Rental (lease) rates represent vehicle replacement costs and account for depreciation and salvage value. Projected rates for replacement vehicles purchased during the next biennium are based on the estimated purchase cost and rate of return at surplus. Those rates may be subject to change and will be set at the time of acquisition.

Rates listed for Model Year 2019 and older vehicles are actual and will not change until time of replacement. These rates should be used to estimate your state-owned transportation costs for the upcoming biennium. Changes in Mileage Rates may be required due to fluctuations in fuel prices. High Mileage Rates will apply to vehicles over 2,000 miles per month. Contact DAS TSB (402) 471-2897 for High Mileage Rates or agency specific projected replacement schedules.

Monthly Lease Rates:

Rate Code	Vehicle Type	Model Year	FY 2021	FY 2022	FY 2023
SCM	Sub-Compact Sedan	2014	197.00	197.00	197.00
	Sub-Compact Sedan	2015	197.00	197.00	197.00
	Sub-Compact Sedan	2016	197.00	197.00	197.00
	Sub-Compact Sedan	2017	191.00	191.00	191.00
	Sub-Compact Sedan	2018	191.00	191.00	191.00
	Sub-Compact Sedan	2019	203.00	203.00	203.00
	Sub Compact Sedan	2021**	216.00	201.00	201.00
	Sub-Compact Sedan	2022**	N/A	\$207.00	\$207.00
	Sub-Compact Sedan	2023**	N/A	N/A	\$213.00
CMP	Compact Sedan	2014	203.00	203.00	203.00
	Compact Sedan	2015	228.00	228.00	228.00
	Compact Sedan	2017	228.00	228.00	228.00
	Compact Sedan	2018	216.00	216.00	216.00
	Compact Sedan	2019	216.00	216.00	216.00
	Compact Sedan	2020**	222.00	222.00	222.00
	Compact Sedan	2021**	222.00	207.00	207.00
	Compact Sedan	2022**	N/A	219.00	219.00
	Compact Sedan	2023**	N/A	N/A	225.00
ISD	Intermediate Sedans	2014	216.00	216.00	216.00
	Intermediate Sedans	2015	216.00	216.00	216.00
	Intermediate Sedans	2016	216.00	216.00	216.00
	Intermediate Sedans	2019	259.00	259.00	259.00
	Intermediate Sedans	2020**	291.00	291.00	291.00
	Intermediate Sedans	2021**	303.00	283.00	283.00
	Intermediate Sedans	2022**	N/A	289.00	289.00
	Intermediate Sedans	2023**	N/A	N/A	300.00
MCA	Mini Van Cargo	2014	247.00	247.00	247.00
	Mini Van Cargo	2018	272.00	272.00	272.00
	Mini Van Cargo	2019	297.00	297.00	297.00
	Mini Van Cargo	2020**	291.00	291.00	291.00
	Mini Van Cargo	2021**	303.00	283.00	283.00

Rate Code	Vehicle Type	Model Year	FY 2021	FY 2022	FY 2023
	Mini Van Cargo	2022**	N/A	289.00	289.00
	Mini Van Cargo	2023**	N/A	N/A	300.00
MPA	MiniVan Passenger	2014	259.00	259.00	259.00
	MiniVan Passenger	2016	266.00	266.00	266.00
	MiniVan Passenger	2017	272.00	272.00	272.00
	MiniVan Passenger	2018	272.00	272.00	272.00
	MiniVan Passenger	2019	272.00	272.00	272.00
	MiniVan Passenger	2020**	278.00	278.00	278.00
	MiniVan Passenger	2021**	284.00	265.00	265.00
	MiniVan Passenger	2022**	N/A	271.00	271.00
	MiniVan Passenger	2023**	N/A	N/A	283.00
1/2	1/2 Ton Pickup*	2014	253.00	253.00	253.00
	1/2 Ton Pickup*	2016	303.00	303.00	303.00
	1/2 Ton Pickup*	2017	316.00	316.00	316.00
	1/2 Ton Pickup*	2018	313.00	313.00	313.00
	1/2 Ton Pickup*	2019	326.00	326.00	326.00
	1/2 Ton Pickup*	2020**	278.00	278.00	278.00
	1/2 Ton Pickup*	2021**	316.00	295.00	295.00
	1/2 Ton Pickup*	2022**	N/A	300.00	300.00
	1/2 Ton Pickup*	2023**	N/A	N/A	312.00
	1/2 Ton 4x4 Pickup*	2014	322.00	322.00	322.00
	1/2 Ton 4x4 Pickup*	2015	322.00	322.00	322.00
	1/2 Ton 4x4 Pickup*	2016	316.00	316.00	316.00
	1/2 Ton 4x4 Pickup*	2017	347.00	347.00	347.00
	1/2 Ton 4x4 Pickup*	2018	334.00	334.00	334.00
	1/2 Ton 4x4 Pickup*	2019	353.00	353.00	353.00
	1/2 Ton 4x4 Pickup*	2020**	341.00	341.00	341.00
	1/2 Ton 4x4 Pickup*	2021**	353.00	330.00	330.00
	1/2 Ton 4x4 Pickup*	2022**	N/A	341.00	341.00
	1/2 Ton 4x4 Pickup*	2023**	N/A	N/A	353.00
	1/2 Ton 4X4 Pickup, Ex Cab*	2014	322.00	322.00	322.00
	1/2 Ton 4X4 Pickup, Ex Cab*	2015	328.00	328.00	328.00
	1/2 Ton 4X4 Pickup, Ex Cab*	2016	334.00	334.00	334.00
	1/2 Ton 4X4 Pickup, Ex Cab*	2017	347.00	347.00	347.00
	1/2 Ton 4X4 Pickup, Ex Cab*	2019	353.00	353.00	353.00
	1/2 Ton 4X4 Pickup, Ex Cab*	2020**	366.00	366.00	366.00
	1/2 Ton 4X4 Pickup, Ex Cab*	2021**	372.00	347.00	347.00
	1/2 Ton 4X4 Pickup, Ex Cab*	2022**	N/A	359.00	359.00
	1/2 Ton 4X4 Pickup, Ex Cab*	2023**	N/A	N/A	370.00
	1/2 Ton 4x4 Pickup Crew Cab*	2014	359.00	359.00	359.00
	1/2 Ton 4x4 Pickup Crew Cab*	2015	366.00	366.00	366.00
	1/2 Ton 4x4 Pickup Crew Cab*	2016	359.00	359.00	359.00
	1/2 Ton 4x4 Pickup Crew Cab*	2017	372.00	372.00	372.00
	1/2 Ton 4x4 Pickup Crew Cab*	2019	341.00	341.00	341.00
	1/2 Ton 4x4 Pickup Crew Cab*	2020**	422.00	422.00	422.00
	1/2 Ton 4x4 Pickup Crew Cab*	2021**	441.00	411.00	411.00
	1/2 Ton 4x4 Pickup Crew Cab*	2022**	N/A	423.00	423.00
	1/2 Ton 4x4 Pickup Crew Cab*	2023**	N/A	N/A	435.00
3/4	3/4 Ton Pickup*	2015	353.00	353.00	353.00
	3/4 Ton Pickup*	2016	322.00	322.00	322.00
	3/4 Ton Pickup*	2018	378.00	378.00	378.00

Rate Code	Vehicle Type	Model Year	FY 2021	FY 2022	FY 2023
	3/4 Ton Pickup*	2019	341.00	341.00	341.00
	3/4 Ton Pickup*	2020**	359.00	359.00	359.00
	3/4 Ton Pickup*	2021**	359.00	335.00	335.00
	3/4 Ton Pickup*	2022**	N/A	347.00	347.00
	3/4 Ton Pickup*	2023**	N/A	N/A	359.00
	3/4 Ton 4x4 Pickup*	2015	353.00	353.00	353.00
	3/4 Ton 4x4 Pickup*	2016	341.00	341.00	341.00
	3/4 Ton 4x4 Pickup*	2017	353.00	353.00	353.00
	3/4 Ton 4x4 Pickup*	2018	353.00	353.00	353.00
	3/4 Ton 4x4 Pickup*	2019	366.00	366.00	366.00
	3/4 Ton 4x4 Pickup*	2020**	378.00	378.00	378.00
	3/4 Ton 4x4 Pickup*	2021**	384.00	359.00	359.00
	3/4 Ton 4x4 Pickup*	2022**	N/A	365.00	365.00
	3/4 Ton 4x4 Pickup*	2023**	N/A	N/A	376.00
	3/4 Ton 4X4 Pickup, Ex Cab*	2015	316.00	316.00	316.00
	3/4 Ton 4X4 Pickup, Ex Cab*	2019	397.00	397.00	397.00
	3/4 Ton 4X4 Pickup, Crew Cab*	2015	384.00	384.00	384.00
	3/4 Ton 4X4 Pickup, Crew Cab*	2018	403.00	403.00	403.00
	3/4 Ton 4X4 Pickup, Crew Cab*	2019	403.00	403.00	403.00
12P	12 Passenger Van	2014	303.00	303.00	303.00
	12 Passenger Van	2015	322.00	322.00	322.00
	12 Passenger Van	2016	334.00	334.00	334.00
	12 Passenger Van	2017	347.00	347.00	347.00
	12 Passenger Van	2019	359.00	359.00	359.00
	12 Passenger Van	2020**	322.00	322.00	322.00
	12 Passenger Van	2021**	353.00	330.00	330.00
	12 Passenger Van	2022**	N/A	341.00	341.00
	12 Passenger Van	2023**	N/A	N/A	347.00
SU3	4X4 4-Passenger	2014	247.00	247.00	247.00
	4X4 4-Passenger	2017	272.00	272.00	272.00
	4X4 4-Passenger	2018	272.00	272.00	272.00
	4X4 4-Passenger	2019	247.00	247.00	247.00
	4X4 4-Passenger	2020**	266.00	266.00	266.00
	4X4 4-Passenger	2021**	272.00	254.00	254.00
	4X4 4-Passenger	2022**	N/A	260.00	260.00
	4X4 4-Passenger	2023**	N/A	N/A	265.00
SU5	4X4 5-Passenger	2015	266.00	266.00	266.00
	4X4 5-Passenger	2019	284.00	284.00	284.00
	4X4 5-Passenger	2020**	359.00	359.00	359.00
	4X4 5-Passenger	2021**	316.00	295.00	295.00
	4X4 5-Passenger	2022**	N/A	306.00	306.00
	4X4 5-Passenger	2023**	N/A	N/A	318.00
SU7	4X4 7-Passenger	2016	309.00	309.00	309.00
	4X4 7-Passenger	2017	341.00	341.00	341.00
	4X4 7-Passenger	2020**	341.00	341.00	341.00
	4X4 7-Passenger	2021**	359.00	335.00	335.00
	4X4 7-Passenger	2022**	N/A	341.00	341.00
	4X4 7-Passenger	2023**	N/A	N/A	353.00
SU9	4X4 8-Passenger	2015	459.00	459.00	459.00
	4X4 8-Passenger	2019	509.00	509.00	509.00
	4X4 8-Passenger	2020**	559.00	559.00	559.00

Rate Code	Vehicle Type	Model Year	FY 2021	FY 2022	FY 2023
	4X4 8-Passenger	2021**	578.00	540.00	540.00
	4X4 8-Passenger	2022**	N/A	557.00	557.00
	4X4 8-Passenger	2023**	N/A	N/A	563.00

* Additional \$13.00 monthly charge if equipped with topper or lid.

** Projected rate.

Mileage Rates:

Mileage rates represent the cost of operations, both direct and indirect. Changes in projected mileage rates may occur in FY 2021-22 or FY 2022-23 due to fluctuations in costs including fuel prices and liability insurance. DAS TSB will review the mileage rates on a quarterly basis and adjust them as needed.

Beginning in FY 2021-22 the mileage rate charged for leased vehicles will no longer include motor vehicle physical damage coverage. Each agency will be responsible for their physical damage coverage or self-insurance. Please contact TSB at (402) 471-2897 for more information.

Type	Vehicle Type	FY 2021	FY 2022	FY2023
SCM	Sub-Compact Sedan	0.24	0.24	0.24
CMP	Compact	0.25	0.25	0.25
ISD	Intermediate Sedan	0.26	0.26	0.26
MCA	Mini Van Cargo	0.27	0.27	0.27
MPA	Mini Van Passenger	0.27	0.27	0.27
VAN	1 Ton Cargo Van	0.28	0.28	0.28
T12	1/2 Ton Pickup w/Topper	0.28	0.28	0.28
1/2	1/2 Ton Pickup	0.28	0.28	0.28
T44	4x4 Pickup w/Topper	0.29	0.29	0.29
44P	4x4 Pickup	0.29	0.29	0.29
C34	3/4 Ton Pickup w/Topper	0.31	0.31	0.31
3/4	3/4 Ton Pickup	0.31	0.31	0.31
T34	3/4 1500 2x4 w/Topper	0.31	0.31	0.31
TCP	Pickup Club Cab w/Topper	0.31	0.31	0.31
12P	12 Passenger Van	0.29	0.29	0.29
SU3	4X4 4-Passenger	0.29	0.29	0.29
SU4	4X2 5-Passenger	0.30	0.30	0.30
SU5	4X4 5-Passenger	0.31	0.31	0.31
SU6	4X2 7-Passenger	0.30	0.30	0.30
SU7	4X4 7-Passenger	0.31	0.31	0.31
SU8	4X2 8-Passenger	0.30	0.30	0.30
SU9	4X4 8-Passenger	0.32	0.32	0.32
T4D	4X4 Compact Pickup Crew Cab w/Topper	0.28	0.28	0.28
T4C	1/2 Ton 4x4 Pickup Crew Cab w/Topper	0.29	0.29	0.29
CE2	Compact Pickup	0.27	0.27	0.27

Rental Half Day/Daily:

Rental (lease) rates represent vehicle replacement costs and account for depreciation and salvage value. Changes in projected mileage rates may occur due to fluctuations in fuel prices.

Type	Vehicle Type	FY 2021		FY 2022		FY 2023	
		1/2 Day	Daily	1/2 Day	Daily	1/2 Day	Daily
CMP	Compact	8.50	14.00	8.00	13.50	7.50	12.50
ISD	Intermediate Sedan	10.00	16.00	10.50	17.50	10.50	17.00
MCA	MiniVan Cargo	10.50	17.50	10.50	17.50	10.50	17.00
MPA	MiniVan Passenger	10.50	17.00	10.50	17.00	10.00	16.00
SCM	Sub-Compact Sedan	7.50	12.50	7.50	12.50	7.50	12.50
T12	1/2 Ton Pickup w/Topper	11.50	19.00	10.50	17.00	11.00	18.00
1/2	1/2 Ton Pickup	11.50	19.00	10.50	17.00	11.00	18.00
T44	4x4 Pickup w/Topper	12.00	20.00	12.50	20.50	12.00	20.00
44P	4x4 Pickup	12.00	20.00	12.50	20.50	12.00	20.00
3/4	3/4 Ton Pickup	12.50	20.50	13.00	22.00	12.50	20.50
C34	3/4 Ton Pickup w/Topper	12.50	20.50	13.00	22.00	12.50	20.50
12P	12 Passenger Van	13.00	21.50	12.00	19.50	12.00	20.00
SU3	4X4 4-Passenger	10.50	17.50	10.00	16.00	9.50	15.50
SU5	4X4 5-Passenger	10.50	17.50	13.00	22.00	11.00	18.00
SU7	4X4 7-Passenger	13.00	21.50	12.50	20.50	12.50	20.50
SU9	4X4 8-Passenger	19.50	32.00	20.50	34.00	19.50	32.50
T4C	1/2 Ton 4x4 Pickup Crew Cab w/Topper	13.50	22.00	15.50	25.50	15.00	25.00

Vehicle Types in **Bold** print are present in the pools in the greatest numbers

Aeronautics

Projected rates for the Department of Transportation – Division of Aeronautics on state aircraft and pilot services for FY 2021-22 and FY 2022-23. Rates are charged hourly only if mileage is unknown due to nature of travel. Please direct your questions to the Division of Aeronautics at (402) 471-2371.

	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>
<u>Current Aircraft Rate</u>			
King Air C90GTx - 7 passenger seating – N84NE	3.76/mi (1027/hr)	3.76/mi (1027/hr)	3.95/mi (1078/hr)
Intermediate Stops	25.00 each stop	25.00 each stop	25.00 each stop
<u>Aircraft Rental Pool</u>			
Beechcraft Bonanza A36TC, single engine – 6 passenger	2.17/mi (390/hr)	2.17/mi (390/hr)	2.28/mi (410/hr)
Beechcraft King Air E90 - 7 passenger – N390PS	600/hr + Fuel	600/hr + Fuel	600/hr + Fuel
Intermediate Stops	25.00 each stop	25.00 each stop	25.00 each stop
Beechcraft King Air C90A – 7 passenger – N701XP Pressurized, Twin Engine (Turbo Prop), 230mph	600/hr + Fuel	600/hr + Fuel	600/hr + Fuel
Intermediate Stops	25.00 each stop	25.00 each stop	25.00 each stop
<u>PILOT charges</u>			
All Aircraft	73.00/hr	73.00/hr	75.00/hr

The Division of Aeronautics utilizes rental aircraft as the need arises. The availability of the pool of rental aircraft is variable. Rental rates are charged by flight hour. When utilizing a rented aircraft in support of another state agency, an additional \$10.00 is assessed to the user agency to cover liability insurance. Please call the Division of Aeronautics at (402) 471-2371 with any questions.

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.

Incidental charges include pilot lodging, meals, and ground transportation; hangar rental due to inclement weather; and ground power unit used for winter time starting assistance.

Open seats may be used on trips already scheduled, for a "hitchhiker" fee of \$0.65/mile.

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 right side of the screen at <http://budget.nebraska.gov/nbrrs.html>. 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 right side of the screen on the NBRRS portal at <http://budget.nebraska.gov/nbrrs.html>. 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 Ann Linneman (402-471-4180) in the State Budget Division. We also encourage you to check out the NBRRS portal at <http://budget.nebraska.gov/nbrrs.html> 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, Sr. Budget Management Analyst	471-4161	gary.bush@nebraska.gov
Ann Linneman, Budget Management Analyst	471-4180	ann.linneman@nebraska.gov

Operations & Government Aid Request / State Budget Division Staff

Gerry Oligmueller, State Budget Administrator	471-4171	gerry.oligmueller@nebraska.gov
Lee Will, Deputy State Budget Administrator	471-4175	lee.will@nebraska.gov
Joe Wilcox, Sr. Budget Management Analyst	471-4178	joe.wilcox@nebraska.gov
Gary Bush, Sr. Budget Management Analyst	471-4161	gary.bush@nebraska.gov
Claire Oglesby, Budget Management Analyst	471-4174	claire.oglesby@nebraska.gov
Ann Linneman, Budget Management Analyst	471-4180	ann.linneman@nebraska.gov
Neil Sullivan, Budget Management Analyst	471-4179	neil.sullivan@nebraska.gov
Lucas Martin, Budget Management Analyst	471-4181	lucas.martin@nebraska.gov

Capital Construction / Building Renewal

John Heacock, AS Building Division	471-0428	john.heacock@nebraska.gov
Doug Carlson, AS Building Division	471-0972	doug.carlson@nebraska.gov
Doug Hanson, AS Task Force for Building Renewal	471-3511	doug.hanson@nebraska.gov
<u>To obtain a new Asset (Building) Tag#</u>		
Andrea Stefkovich, AS Building Division	471-0465	tanya.lyon@nebraska.gov

Information Technology

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