Administrative Services State Budget Division
NEBRASKA BUDGET REQUEST AND REPORTING SYSTEM

Budget Instructions

2017 – 2019 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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NEBRASKA AdministrativeServices
State Budget Division

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GENERAL INSTRUCTIONS

Section 81-1113, R.R.S. 2014, as amended by Laws 2016, LB1092, 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 2017-2019 biennium are due by 5:00 p.m., Thursday, September 15, 2016.**

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 2016-17) – Permanent Salaries and Appropriation
- Issues – Issue Details and Issues Summary
- Budget Modifications – Modification Details and Modifications Summary
- Funds – Funds Analysis
- Capital Construction/Building Renewal – Reaffirmations, Building Renewal Projects, Capital Construction Project, Request Summary, and Building Renewal Copy.
- Information Technology – Agency IT Setup, IT Project Proposals, and IT Agency Summary.

Certain elements of the Agency, Division, and Program narratives can be copied forward from the final 2015-2017 biennial budget request upon request to the State Budget Division.

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

Certification of Evidence-Based Programs and Practices

Pursuant to Laws 2016, LB 1092, 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 in the "Part A – Narratives" section under the link to the Agency Narrative instructions. 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.

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 2015-2017 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 2017-2019 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 present as well as projected levels of expenditures. Taxpayers and their elected representatives expect state agencies and other recipients of state funding to respect the critical link that exists between agency strategic, results-based planning and the allocation of finite public resources.

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

Key Performance Indicators-Excel template for submission
To further highlight the importance of the development and documentation of an agency's key performance indicators, the Administrative Services State Budget Division has developed an Excel template to facilitate the entry and submission of performance measures for each budget program. The template is available at http://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 Friday, August 5th. 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 2017-2019 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, 2016.

Issues

The Nebraska Budget Request and Reporting System (NBRRS) places the emphasis on explanation and justification, not accounting codes or job codes. An *Issue* is a change to the base and therefore could be a positive (increase) or negative (decrease). Using the "*Issue Details*" screen, an agency can identify the specific agency goals, objectives, outcomes, cost-drivers, activities or initiatives for which the agency is requesting a change in appropriated resources. The *Issue* is defined by the agency on one screen with all of the justification necessary to support the request encapsulated within the identified issue. This information becomes a "decision point" for the Governor and Legislature. The issues submitted for consideration can also be much more easily understood by the public than was previously the case when account codes were the primary basis for requested appropriation changes.

Issues are categorized into Issue Types, including:

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

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

Two Enterprise Issues have been established for the 2017-2019 biennial budget, "2017-2019 Employee Salary Increase" and "2017-2019 Employee Health Insurance". These two Enterprise Issues should be used by the agency as placeholders to calculate an estimated cost of employee salary increases equivalent to 2.4% each July 1st as well as the estimated cost related to the employer share of an 8% annual increase in the employee health insurance premiums. These placeholder estimates provided in the Enterprise Issues will allow for agencies to account for these costs as they consider their overall biennial budget request. However, as has been done in recent years, the Governor and Legislature will ultimately calculate, once more details are known, the actual amounts necessary to fund any negotiated increases in employee salaries as well as increases in the employer share of the cost of employee health insurance.

Budget Modifications

The budget modification process for the 2017-2019 biennial budget request requires that agencies with General Fund appropriations submit modifications at the 92% 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. It is our expectation that the 92% base level will 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 modification issues.

Amended Budget Requests

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

Mid-Biennium Budget Requests for FY 2016-17

Mid-Biennium budget requests for FY 2016-17 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 2016-17 will be Wednesday, October 26, 2016. If the FY 2016-17 mid-biennium request results in higher costs for subsequent years, those amounts should also be identified as well. The 2017-2019 biennium budget request should not assume any change in the current FY 2016-17 base appropriation related to anticipated FY 2016-17 mid-biennium requests. In other words, the FY 2016-17 base appropriation entered in the NBRRS should reflect appropriations as of the completion of the 2016 legislative session.

SECTION I

Operating Budget Request

Part A — Narratives

Purpose

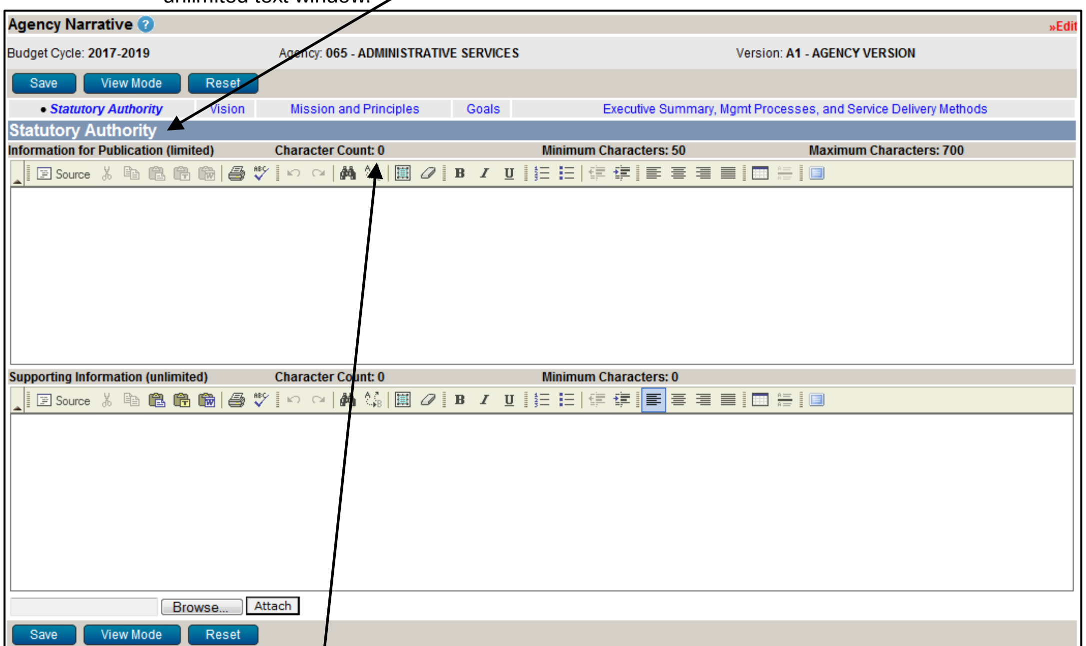
- To document agency authority to carry out programs, state agency purpose, identify significant issues, articulate management strategies, and communicate the agency's strategic plan.

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 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.



- The **Character Count** shows how many characters are in the edit window and will update when is clicked.
- If the number of characters in the section exceeds the **Maximum Character**s allowed then the information will <u>**NOT**</u> 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 (i.e., **Maximize the Editor Size)** button simply toggles you back and forth from full-screen editor mode to the normal screen.
- **Copy & Paste** text into the edit windows using either the Ctrl-C and Ctrl-V functions (i.e., pressing the Control key & the V key at the same time) or the buttons on the left side of the edit window's button bar. To provide consistent formatting, a standard font style and size will be applied upon clicking .
- **Attach supporting files** (e.g., organizational chart graphics, picture/sound files, etc.) by clicking the button at lower left to locate the desired file and then clicking the button. <u>Attachments should not be referenced in the limited, Information for Publication edit window as the attachments will not be included with all reports.</u>

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 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.

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

Agency Narrative Content

The biennial State budget process is intended to support the development of budget requests within a strategic results-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.

- **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 Attach 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 2017-2019 biennium that will improve results and/or lower the cost of service delivery? Please identify any indirect or direct cost savings from your process improvements—redirected or reduced from the budget request.

AGENCY STRATEGIC PLAN: Please use the file attachment function 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 Laws 2016, LB 1092, 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 and use the file attachment function to attach the agency completed certification of evidence-based or reasonably capable of becoming evidence-based programs and practices.

EVIDENCE-BASED CERTIFICATION FORM

Instructions: Pursuant to LB 1092 (2016), 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. List **all** of the programs or practices your agency administers, identify the budget program# associated with each program or practice listed, and indicate whether the program or practice is evidence-based or reasonably capable of becoming evidence-based. If the program or practice is neither evidence-based nor reasonably capable of becoming evidence-based, do not check either box.

Definitions: See LB 1092 (2016). Includes the following:

Evidence-based: a program or practice (A) offers a high level of research on effectiveness, determined as a result of multiple rigorous evaluations, such as randomized controlled trials and evaluations that incorporate strong comparison group designs or a single large multisite randomized study and (B) to the extent practicable, has specified procedures that allow for successful replication

Program or practice: a function or activity that is sufficiently identifiable as a discrete unit of service

Reasonably capable of becoming an evidence-based program or practice: the program or practice is susceptible to quantifiable benchmarks that measure service delivery, client or customer satisfaction, or efficiency

NOTE: Contact your assigned State Budget Division analyst if additional template rows are needed.

Program or Practice Description	Budget Program#	Evidence-Based	Reasonably Capable of Becoming Evidence-Based
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Purpose

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

Getting Started

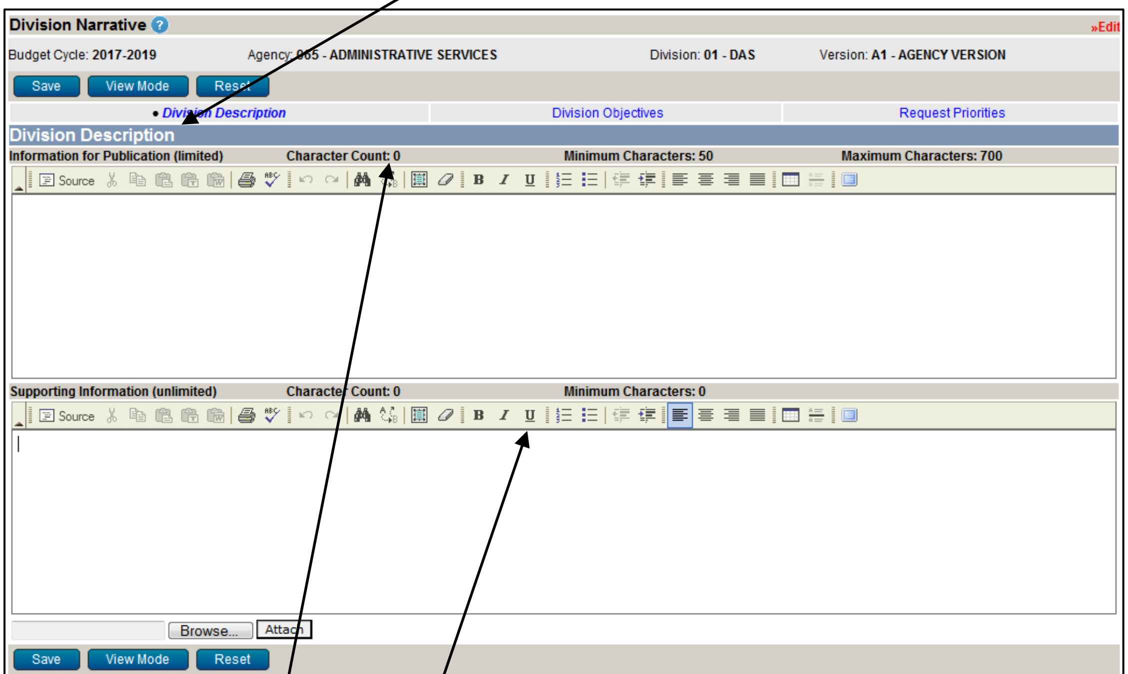
In the left-margin menu, under **Narratives**, click "**Division Narrative**".

- ***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.

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.

- 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 <u>**NOT**</u> 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. <u>Attachments should not be referenced in the limited, Information for Publication edit window as the attachments will not be included with all reports.</u>

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

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.

Purpose

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

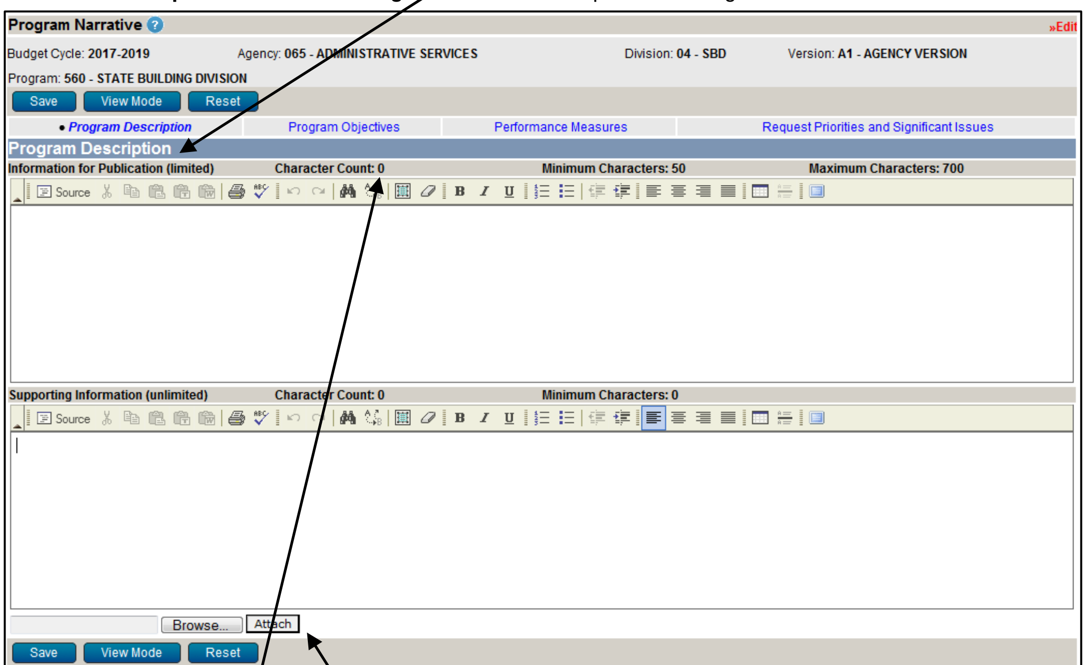
> **Start-Up TIP**
> If any of the drop-down menus fail to show expected choices, you may need to have your ***Security*** settings adjusted.
>
> Contact your agency administrator or the State Budget Division for assistance.

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.



> **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.

- 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 **<u>NOT</u>** 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. <u>Attachments should not be referenced in the limited, Information for Publication edit window as the attachments will not be included with all reports.</u>

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

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.

  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 "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)

- **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.

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.

Performance measures upload template

Numeric	Text	Text	Text	Text	Text	Text	< --- Likely numeric or percent values being entered --- >								Choice	Numeric	Text	Text
Optional	Required	Required	Optional	Required	Required	Required	<----- Actual Historical Measures ----->			Current Year projected	<---------- Projected Future Measures ---------->				If applicable	If applicable	Short narrative on what it means if measure is greater or less than expected / estimated.	
Sequence	Ag# (3 digit)	Prog# (3 digit)	Subprog# (3 digit)	Performance Indicator Description	Category (Input, Output, Efficiency, Outcomes/Results, Quality)	Type (Numeric, %, Other)	FY2012 (if avail.)	FY2013 (if avail.)	FY2016 (if avail.)	FY2017 (required)	FY2018 (required)	FY2019 (required)	FY2020 (optional)	FY2021 (optional)	Request Issues	Budget Mod Priority #	Positive measure impact	Negative measure impact

SECTION I

Operating Budget Request

Part B — Base

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, employees by Job Code.

Getting Started

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

- ***Budget Cycle*** defaults to the current cycle.
- Select ***Agency***, ***Division*** (if applicable), ***Version***, ***Program***, and ***Subprogram*** from the options that have been assigned to you (see Time-Saver Tip #1 on the right margin).
- 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 FY14, FY15 or FY16 History boxes and clicking Change removes those columns from the display.

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

Permanent Salaries Base »View Only

Budget Cycle: 2017-2019 Agency: 065 - ADMINISTRATIVE SERVICES Division: 03 - BUD Version: A1 - AGENCY VERSION

Program: 509 - BUDGET DIVISION Subprogram: 001 - OPERATIONS

Edit

Display History: FY14 History FY15 History FY16 History Change

Job Code↑	Job Title	FY14 FTE	FY14 Actual	FY15 FTE	FY15 Actual	FY16 FTE	FY16 Actual	FY17 Cur FTE	FY17 Cur Appr	Est Salary
G19524	BUDGET MGMT	2.00	191,667	1.00	97,983	1.00	97,983			
K19512	BUDGET MANA	9.60	502,036	4.54	248,968	4.54	248,968			
N00250	DAS DIVISIO	1.88	279,717	0.97	147,717	0.97	147,717			
V09211	BUSINESS MA	2.00	101,330	1.00	51,801	1.00	51,801			
V19513	BUDGET MANA	4.00	325,598	2.00	166,449	2.00	166,449			
Totals		19.48	$1,400,348	9.51	$712,918	9.51	$712,918	0	$0	$0

Edit

2. Enter **Current FTE**, **Current Appropriation** and **June 30 Estimated Salary** for FY 2016-17, or "FY17" for each Job Code. Negative numbers are not permitted.
   - Each ***Job Code*** with current FTE must also provide current Appropriation and vice versa.
   - ***FY17 Cur FTE*** represents Full-Time Equivalent employees based on a 2,080-hour year (e.g., 4 part-time employees working 10 hours/week equals 1.00 FTE) rounded to two decimal places.
   - ***FY17 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, 2017 "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, FY17, should be requested as an **Agency Issue** on the **Issue Details** screen.

Permanent Salaries Base »Edit

Budget Cycle: **2017-2019** Agency: **065 - ADMINISTRATIVE SERVICES** Division: **03 - BUD** Version: **A1 - AGENCY VERSION**

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

Save View Mode Reset Refresh

Display History: FY14 History FY15 History FY16 History Change

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

Job Code↑	Job Title	FY14 FTE	FY14 Actual	FY15 FTE	FY15 Actual	FY16 FTE	FY16 Actual	FY17 Cur FTE	FY17 Cur Appr	Est Salary	Delete
G19524	BUDGET MGMT	2.00	191,667	1.00	97,983	1.00	97,983				
K19512	BUDGET MANA	9.60	502,036	4.54	248,968	4.54	248,968				
N00250	DAS DIVISIO	1.88	279,717	0.97	147,717	0.97	147,717				
V09211	BUSINESS MA	2.00	101,330	1.00	51,801	1.00	51,801				
V19513	BUDGET MANA	4.00	325,598	2.00	166,449	2.00	166,449				
Totals		19.48	$1,400,348	9.51	$712,918	9.51	$712,918	0	$0	$0	

Save View Mode Reset Refresh

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***.

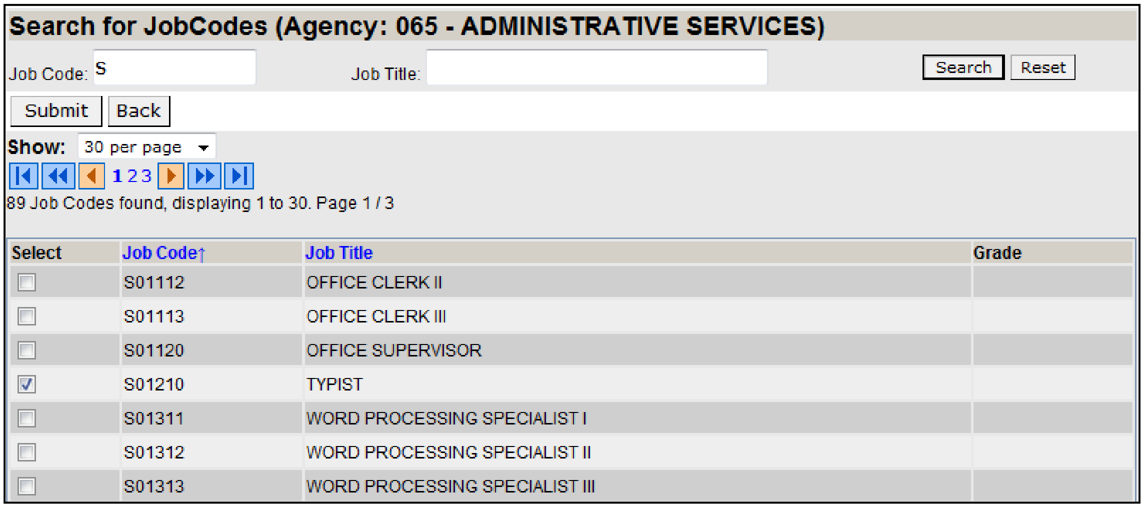
Go to ***User Options*** in the upper right corner of any screen. Once your selections are made, press Save.

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.

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

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



Search for JobCodes (Agency: 065 - ADMINISTRATIVE SERVICES)

Job Code: S Job Title: Search Reset

Submit Back

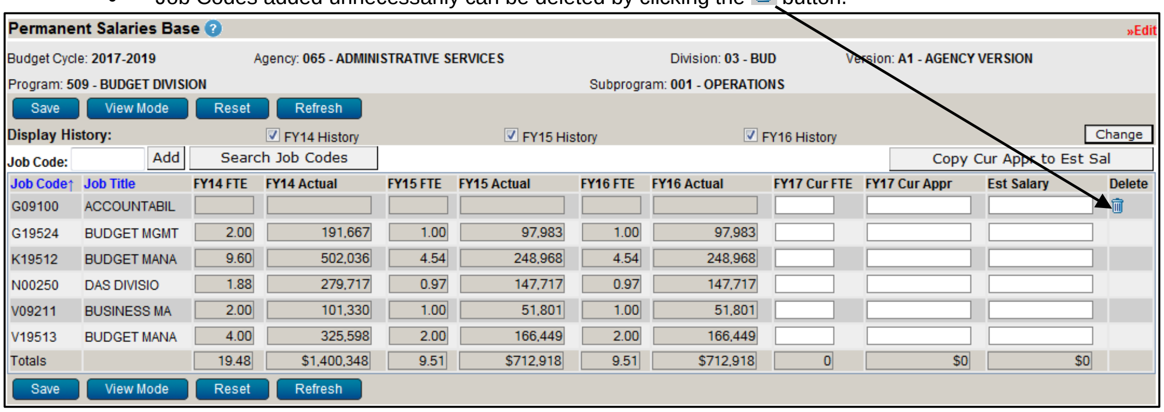
Show: 30 per page

1 2 3

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

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

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



Permanent Salaries Base »Edit

Budget Cycle: 2017-2019 Agency: 065 - ADMINISTRATIVE SERVICES Division: 03 - BUD Version: A1 - AGENCY VERSION

Program: 509 - BUDGET DIVISION Subprogram: 001 - OPERATIONS

Save View Mode Reset Refresh

Display History: ☑ FY14 History ☑ FY15 History ☑ FY16 History Change

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

Job Code↑	Job Title	FY14 FTE	FY14 Actual	FY15 FTE	FY15 Actual	FY16 FTE	FY16 Actual	FY17 Cur FTE	FY17 Cur Appr	Est Salary	Delete
G09100	ACCOUNTABIL										🗑
G19524	BUDGET MGMT	2.00	191,667	1.00	97,983	1.00	97,983				
K19512	BUDGET MANA	9.60	502,036	4.54	248,968	4.54	248,968				
N00250	DAS DIVISIO	1.88	279,717	0.97	147,717	0.97	147,717				
V09211	BUSINESS MA	2.00	101,330	1.00	51,801	1.00	51,801				
V19513	BUDGET MANA	4.00	325,598	2.00	166,449	2.00	166,449				
Totals		19.48	$1,400,348	9.51	$712,918	9.51	$712,918	0	$0	$0	

Save View Mode Reset Refresh

Time-Saver TIP #2
To copy data from the ***FY17 Cur Appr*** column to the ***Est Salary*** column, use the Copy Cur Appr to Est Sal button.

NOTE: The ***Est Salary*** column should include the annualized impact of any mid-year salary increases and thus may differ from the ***FY17 Cur Appr*** column.

4. Click Save to commit the data entered to the database. The ***FY17 Cur Appr*** salary total will be automatically inserted into the 511100 Object on the **Base Appropriation** screen.

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

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

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.

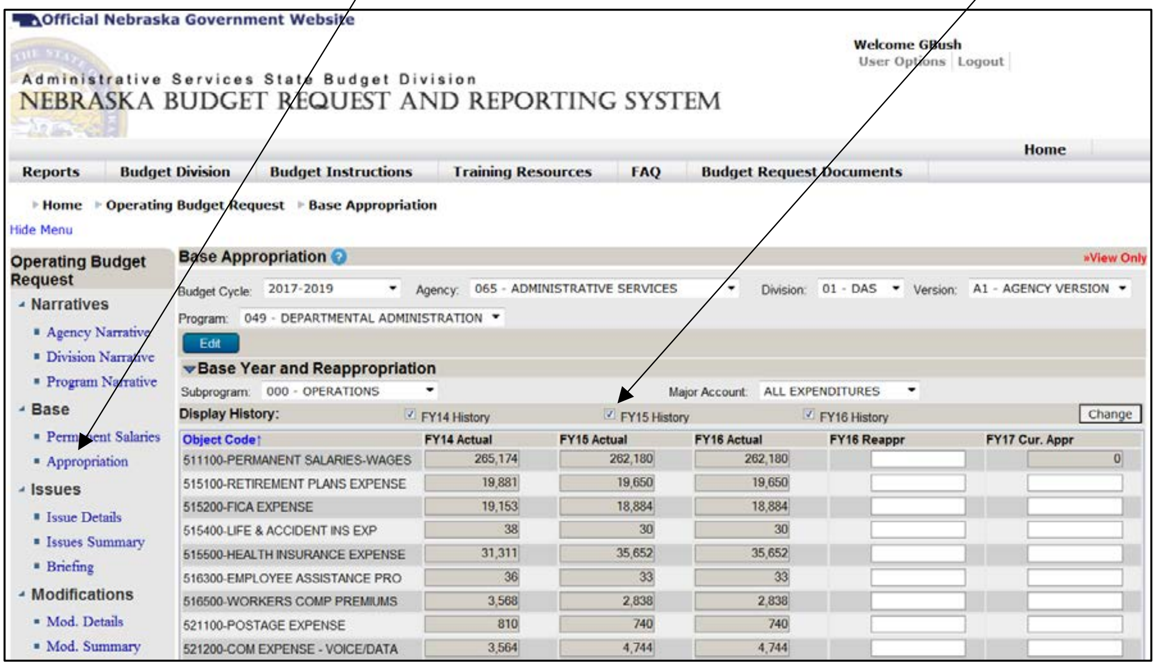
Getting Started

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 *FY14*, *FY15* or *FY16 History* boxes and clicking Change removes those columns from the display (also see Screen Tip on the right margin). **NOTE:** FY16 Actual will not be available until early July 2016.

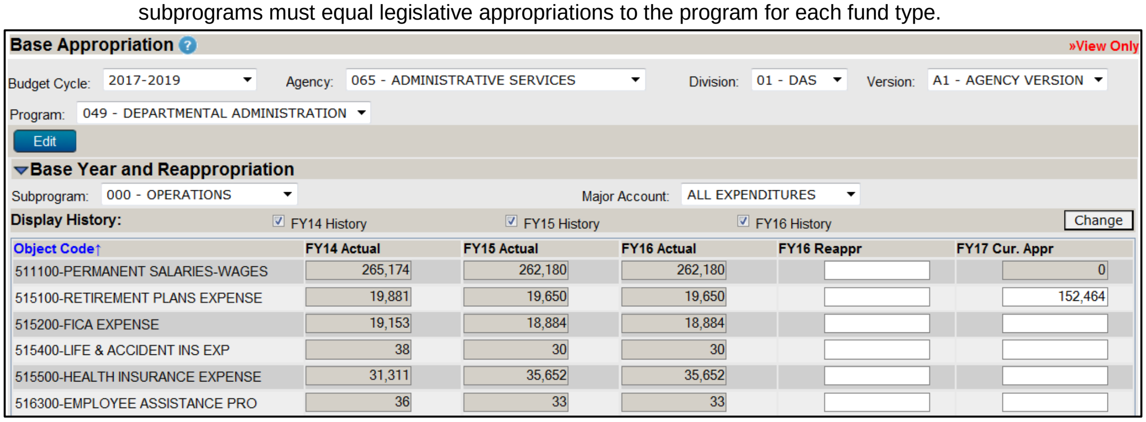
> **Start-Up TIP**
> If any of the drop-down menus fail to show expected choices, you may need to have your ***Security*** settings adjusted.
>
> Contact your NBRRS Agency Administrator or the State Budget Division for assistance.

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



> **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 **FY16 Re-appropriation** and **FY17 Current Appropriation** for each Object Code. Note that negative numbers are <u>not</u> permitted.
   - ***FY16 Reappr*** should equal the allocation to this subprogram of the program's unexpended balance of FY 2015-16 appropriation (i.e. reappropriations and encumbrances).
   - ***FY17 Cur Appr*** is the *<u>new</u>* 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 FY16 Reappr column. Federal or cash fund appropriation authority administratively provided for FY17 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 FY17 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 2016-17 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 2016-17 Budget Status Report for more information.
4. 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 Search Reset

Submit Back

Show: 30 per page

12345678

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

Select	Object Code↑	Object Description
Selected	525200	RENT EXP-DATA PROC EQUIP
☐	525400	RENT EXP-COMM EQUIP
☐	525500	RENT EXP-OTHER PERS PROP
☐	526100	REP & MAINT-REAL PROPERT
☐	527100	REP & MAINT-OFFICE EQUIP
☐	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 »Edit

Budget Cycle: **2017-2019** Agency: **065 - ADMINISTRATIVE SERVICES** Division: **01 - DAS** Version: **A1 - AGENCY VERSION**

Program: **049 - DEPARTMENTAL ADMINISTRATION**

Save View Mode Reset Refresh

Base Year and Reappropriation

Subprogram: **000 - OPERATIONS** Major Account: ALL EXPENDITURES

Display History: ☑ FY14 History ☑ FY15 History ☑ FY16 History Change

Object Code: Add Search Object Codes

Object Code↑	FY14 Actual	FY15 Actual	FY16 Actual	FY16 Reappr	FY17 Cur. Appr	Delete
511100-PERMANENT SALARIES-WAGES	265,174	262,180	262,180		0	
511600-PER DIEM PAYMENTS					152,464	
515100-RETIREMENT PLANS EXPENSE	19,881	19,650	19,650			
515200-FICA EXPENSE	19,153	18,884	18,884			
515400-LIFE & ACCIDENT INS EXP	38	30	30			

5. Enter **Funding** amounts for both the **FY16 Reappr** and **FY17 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).

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

➤ 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 FY16 re-appropriation and FY17 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 Refresh or Save, the system will calculate a dollar amount based upon the percentage. You may need to correct the effect of rounding using the *Whole Dollar* method.
  - **NOTE:** System will only save the dollar amounts, not percentages.

Funding — Enter Data In Percentages ☐ Change

Operations Funding

	FY14 Actual	FY15 Actual	FY16 Actual	FY16 % Reappr		FY17 % Cur. Appr	
General Fund							
Cash Fund							
Federal Fund							
Revolving Fund	446,791	475,717	475,717				
Other Fund							
Total	$446,791	$475,717	$475,717	0.00	$0	0.00	$0

Government Aid Funding

	FY14 Actual	FY15 Actual	FY16 Actual	FY16 % Reappr		FY17 % Cur. Appr	
General Fund							
Cash Fund							
Federal Fund							
Revolving Fund							
Other Fund							
Total	$0	$0	$0	0.00	$0	0.00	$0

Total Funding

	FY14 Actual	FY15 Actual	FY16 Actual	FY16 % Reappr		FY17 % Cur. Appr	
General Fund				0.00	0	0.00	0
Cash Fund				0.00	0	0.00	0
Federal Fund				0.00	0	0.00	0
Revolving Fund	446,791	475,717	475,717	0.00	0	0.00	0
Other Fund				0.00	0	0.00	0
Total	$446,791	$475,717	$475,717	0.00	$0	0.00	$0
PSL	$265,174	$262,180	$262,180		$0		$0

Variance (This section will be updated on Save)

	FY14 Actual	FY15 Actual	FY16 Actual	FY16 Reappr	FY17 Cur. Appr
Total Request	$446,791	$475,717	$475,717	$0	$0
Total Funding	$446,791	$475,717	$475,717	$0	$0
Variance	$0	$0	$0	$0	$0

Save | View Mode | Reset | Refresh

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

Variance (This section will be updated on Save)

	FY14 Actual	FY15 Actual	FY16 Actual	FY16 Reappr	FY17 Cur. Appr
Total Request	$446,791	$475,717	$475,717	$0	$152,464
Total Funding	$446,791	$475,717	$475,717	$0	$15,000
Variance	$0	$0	$0	$0	$137,464

- The system will calculate the variance for total **FY16 Re-appropriations** and **FY17 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 View Mode to exit Edit Mode. While in View Mode you may switch to a different Program and Subprogram and continue entering your Base Appropriation or change to a different screen from the left-margin menu.

SECTION I

Operating Budget Request

Part C — Issues

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 2017 - 2019 biennial budget request). Multi-Agency Issues are created and assigned at the request of an agency or agencies.

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

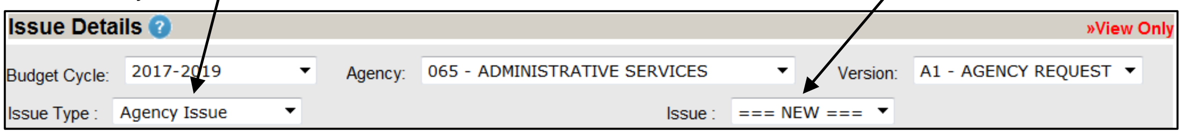
Getting Started

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).

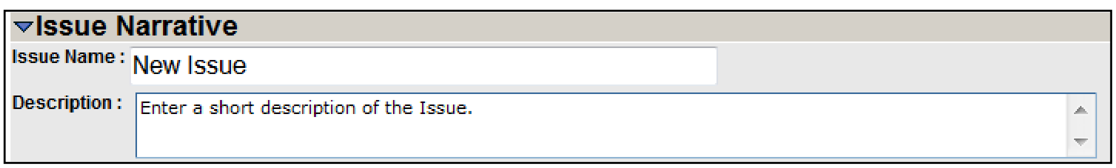
Create a New Agency Issue

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.

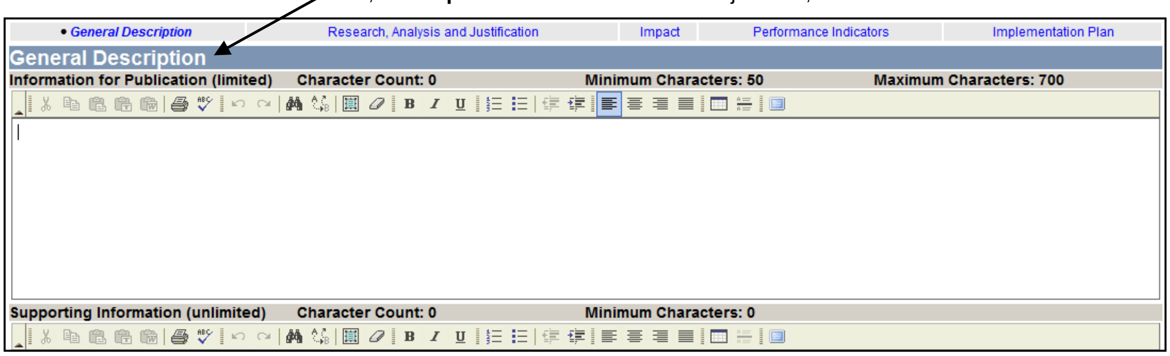


> **Time-Saver TIP #1**
> Set default options to avoid repetitive selections of ***Agency*** and ***Version***.
>
> Go to ***User Options*** in the upper right corner of any screen. Once your selections are made, press Save.

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**.

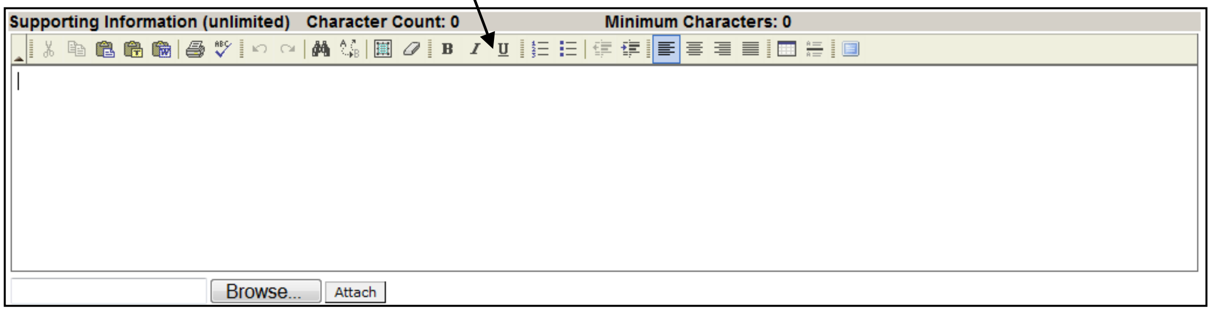


3. Continuing on the Issue’s **Narrative** tab, begin to enter narrative information. The Issue Details narrative contains five tabs. See the Narrative Content section below for content guidelines on each tab.
   - The narrative tab currently selected appears in the **information bar**.
   - Narrative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



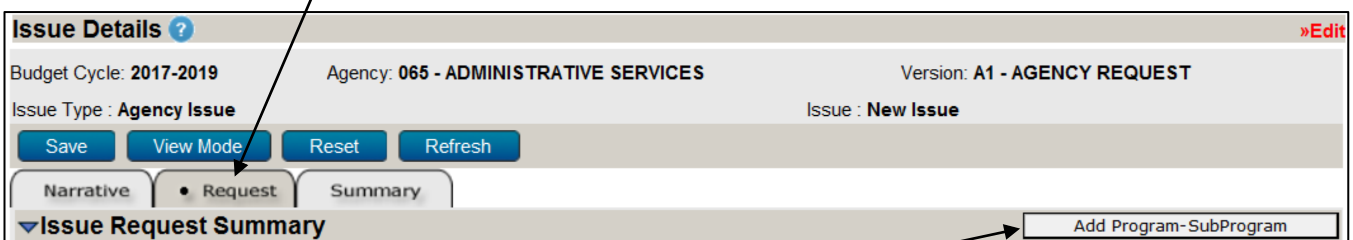
> **Formatting TIP**
> Avoid the use of *hard returns* when entering narrative text. Using hard returns prevents normal text "wrap" and hinders publication.

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



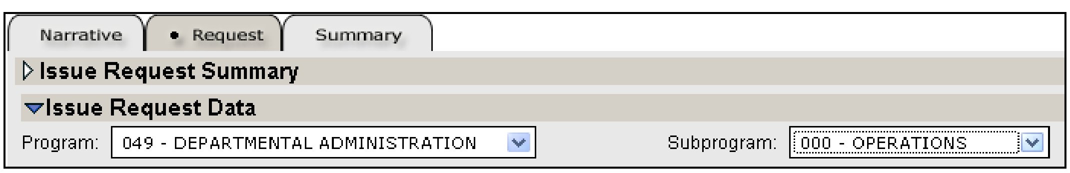
4. Click Save to commit the narrative entered to the database.

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

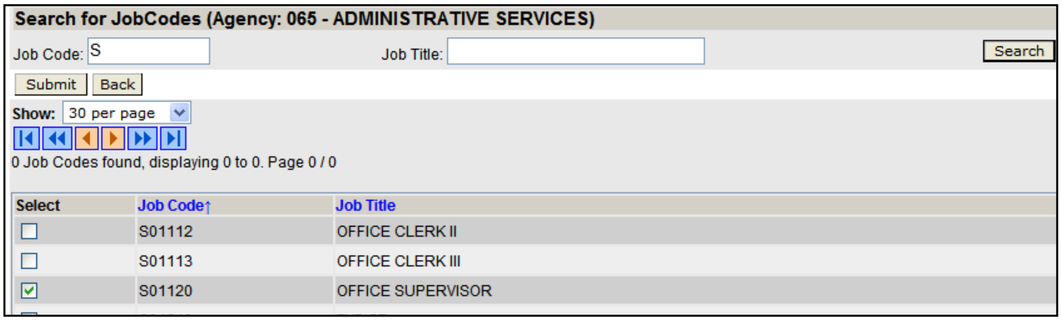


6. Begin adding **Issue Detail** (Program / Subprogram combinations) to the Issue:
   - Click Add Program-SubProgram to add financial data for each respective Program / Subprogram combination affected by the Issue.
   - You may add as many Program / Subprogram combinations as are needed and relevant to the Issue.
   - Click on the blue Program link in the **Issue Request Summary** section to load a specific previously entered Program / Subprogram combination.

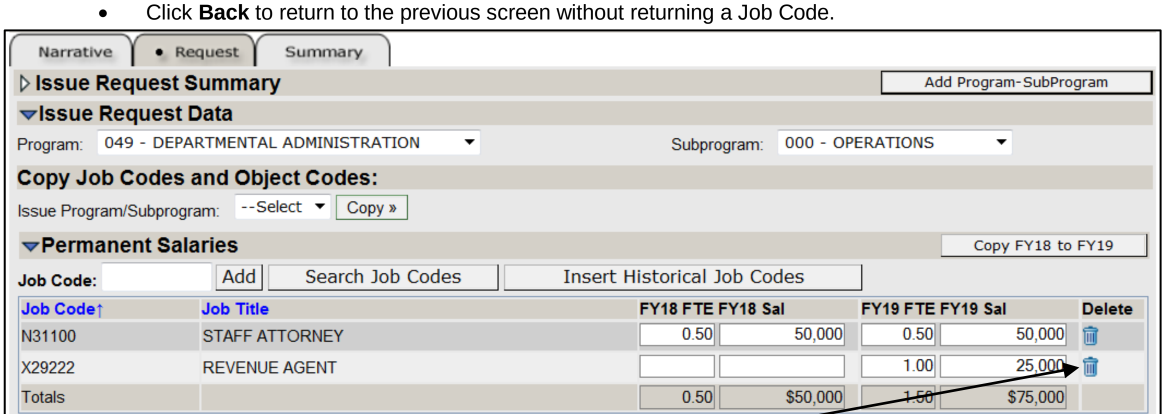
7. Select a ***Program*** and ***Subprogram*** from the drop-downs to add job code, object code, and funding detail for that subprogram.
   - Be sure to click Save before attempting to change or add a Program / Subprogram combination.



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 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 FY18 to FY19 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 FY18 and FY19 salary totals will be automatically inserted into the 511100 Object Code.

> **Time-Saver TIP #2**
> To copy data from the ***FY18*** column to the ***FY19*** column, use the Copy FY18 to FY19 button.
>
> **Caution:** This will overwrite any amounts already entered in ***FY19***.

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 : 521 Object Description: Major Account: --ALL-- [Search] [Reset]

[Submit] [Back]

Select	Object Code	Object Description
☐	521100	POSTAGE EXPENSE
☐	521200	COM EXPENSE - VOICE/DATA
☐	521290	COM EXPENSE - VOICE/DATA
☐	521291	COM EXPENSE - VOICE/DATA
☐	521300	FREIGHT EXPENSE
☐	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: [Add] [Search Object Codes] [Insert Historical Object Codes]

Object Code	Description	FY18 Request	FY19 Request	Delete
511100	PERMANENT SALARIES-WAGES	50,000	50,000	
515100	RETIREMENT PLANS EXPENSE	2,500	2,500	🗑
515200	FICA EXPENSE	2,700	2,700	🗑
515400	LIFE & ACCIDENT INS EXP			🗑
515500	HEALTH INSURANCE EXPENSE	14,000	14,000	🗑
516300	EMPLOYEE ASSISTANCE PRO			🗑
Totals		$69,200	$69,200	

- 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 [Copy FY18 to FY19] to copy numbers entered in the 1st year of the request to the 2nd year. This will overwrite whatever is currently entered in the 2nd year.

13. Click [Save] to commit the data entered to the database.

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

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

14. Enter **Funding** amounts for both the **FY18 Funding** and **FY19 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 ☐ Change

Operations Funding

Fund Type	Total	FY18 %	FY18 Funding	FY19 %	FY19 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	FY18 %	FY18 Funding	FY19 %	FY19 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	FY18 %	FY18 Funding	FY19 %	FY19 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	FY18	FY19
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 **FY18 Funding** and **FY19 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.

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	**FY18**	**FY19**
Total Request	$163,400	69,200	94,200
Total Funding	$133,400	69,200	64,200
Variance	$30,000	0	30,000

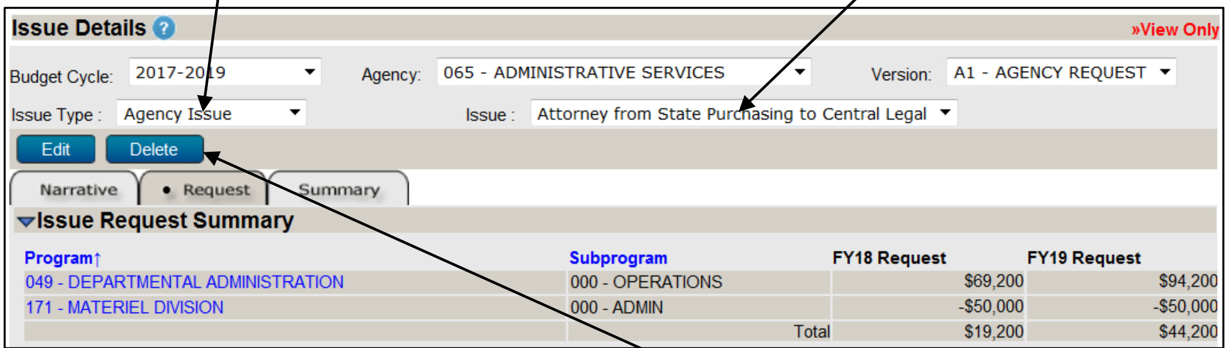
- The system will calculate the variance total for **FY18** and **FY19**. Any variance will be highlighted with red shading.
- Use of the Percentage funding method may produce a variance due to rounding. To correct, use the *Whole Dollar* method.

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.

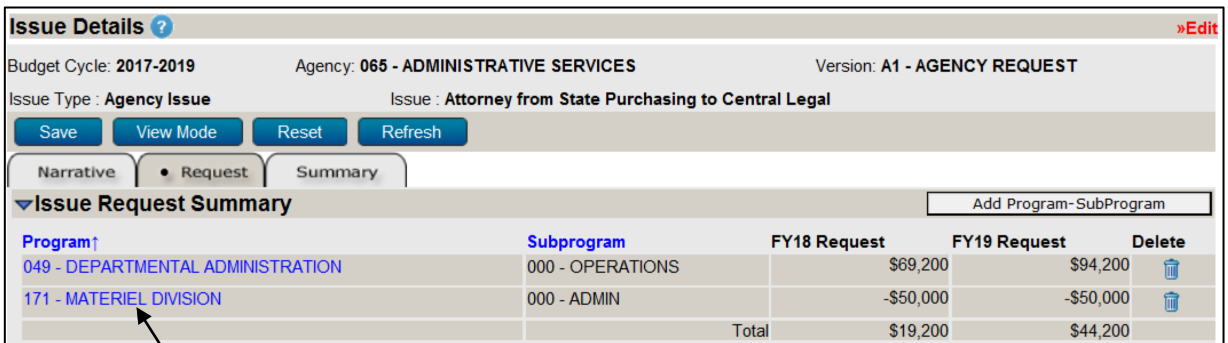
Edit an Existing Issue

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.



- 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.



- 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.

Issues – Narrative Content

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

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 2017-2019 biennial budget. Additional Enterprise Issues may be added at the discretion of the State Budget Division.

Issue Name	Purpose
2017-2019 Employee Salary Increase	Use as a placeholder with the assumption that the salary increase provided in FY17 of 2.4% is continued into each year of the next biennium. ➤ For purpose of this issue, agencies should use a **2.4%** annual increase over the FY17 Permanent Salary Base. ➤ Use Job Code **ZZNEWSAL**. Combine all employees 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 2.4% percent increase should be included in the specific Issue.
2017-2019 Employee Health Insurance	Use as a placeholder with the assumption that the cost related to provide Employee Health Insurance will increase. ➤ For purpose of this issue, agencies should use an **8.0%** annual increase over the FY17 base appropriation allocated to object code 515500. ➤ Use Object Code 515500 for the percentage increase. ➤ If any Request Issues include additional staff, the 8.0% percent increase should be included in the specific Issue

Purpose

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

Getting Started

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

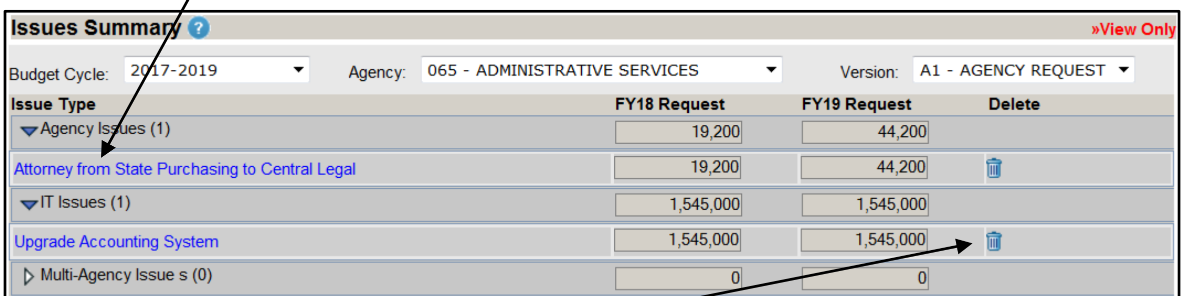
- ***Budget Cycle*** defaults to the current cycle.
- Select ***Agency*** and ***Version*** from the options that have been assigned to you (see Time-Saver Tip on the right margin).
- Screen will be grouped by **Issue Type** and sorted by the **Issue Name**.
- Amounts shown for Request years are a total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

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

<u>Open an Issue for Viewing or Editing</u>

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



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

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

<u>Delete an Issue</u>

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.

SECTION I

Operating Budget Request

Part D — Funds Analysis

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.

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

Funds Analysis »View Only

Budget Cycle: 2017-2019 Agency: 065 - ADMINISTRATIVE SERVICES Version: A1 - AGENCY VERSION

Fund: 26560 - VACANT BUILDING

Edit

Fund Activity | Narrative

	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Estim	FY18 Estim	FY19 Estim
Fund Equity Total July 1		$1,539,471	$417,248	-$704,975	-$704,975	-$704,975

Receipts

Object Codes	Agy	Pgm	SP	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Estim	FY18 Estim	FY19 Estim	Authority
481100-INVESTMENT INCOME	065	560	003	16,045	31,064	31,064				
482100-LAND USE REVENUE	065	560	003	250,992	296,230	296,230				
483400-OTHER RENTAL REVENUE	065	560	003	300	5,300	5,300				
491301-DISPOSAL - PROCEEDS	065	560	003	1,503,500	9,000	9,000				
493100-OPERATING TRANSFERS IN	065	560	003	90,361						
493200-OPERATING TRANSFERS OUT	065	560	003	-91,206	-1,440,394	-1,440,394				
Total Receipts				$1,769,992	-$1,098,800	-$1,098,800	$0	$0	$0	

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

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

2. Provide the Fund's ***Fund Equity Total July 1*** for FY14 (this would be July 1, 2013).
   - Expenditure and receipt history is pre-loaded into the system, however, you <u>must</u> provide the Fund Equity Total July 1 for FY14 (i.e., 7/1/13 "beginning balance"). Equity totals are either available with an EnterpriseOne *Trial Balance By Fund* inquiry or using the EnterpriseOne *<u>Fund Summary Report</u>* (click the provided <u>link</u> to view a searchable copy of the FY14 year-end report in PDF format). See the *Fund Summary by Fund* report example below, where the FY14 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".

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

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

Agency Number 065 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	105,221.58		487,297.79	
	139901	AR INVOICED (SYSTEM)	28,058.30-		24.96	
		Fund 26560 Assets Total	77,163.28		487,322.75	
Fund Equity	300000	Fund Equity				
	349100	UNDESIGNATED				368,715.71
		Fund 26560 Fund Equity Total				368,715.71

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

3. Provide Receipt and Expenditure estimates for the **FY17 Estim**, **FY18 Estim** and **FY19 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 FY18 and FY19 plus the FY17 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: **2017-2019** Agency: **065 - ADMINISTRATIVE SERVICES** Version: **A1 - AGENCY VERSION**

Fund: **26560 - VACANT BUILDING**

Save | View Mode | Reset | Refresh

• Fund Activity | Narrative

	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Estim	FY18 Estim	FY19 Estim
Fund Equity Total July 1		$1,539,471	$417,248	-$704,975	-$704,975	-$704,975

Receipts

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

Object Codes	Ag	Pgm	SP	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Estim	FY18 Estim	FY19 Estim	Authority
481100-INVESTMENT INCOME	065	560	003	16,045	31,064	31,064				
482100-LAND USE REVENUE	065	560	003	250,992	296,230	296,230				
483400-OTHER RENTAL REVENUE	065	560	003	300	5,300	5,300				
491301-DISPOSAL - PROCEEDS	065	560	003	1,503,500	9,000	9,000				
493100-OPERATING TRANSFERS IN	065	560	003	90,361						
493200-OPERATING TRANSFERS OUT	065	560	003	-91,206	-1,440,394	-1,440,394				
Total Receipts				$1,769,992	-$1,098,800	-$1,098,800	$0	$0	$0	

4. To add additional Receipt ***Object Codes*,**
   - Select the appropriate ***Agency***, ***Program*** and ***Subprogram*** the revenue activity will be attributed to from the drop-down menus in the Receipts section.
   - Either enter a known revenue Object Code and click the Add Object button; or click the button to search by Object Code or Description.

5. On the search screen, the Object Code field will search for codes that begin with what is entered while the Description field will search for the characters 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

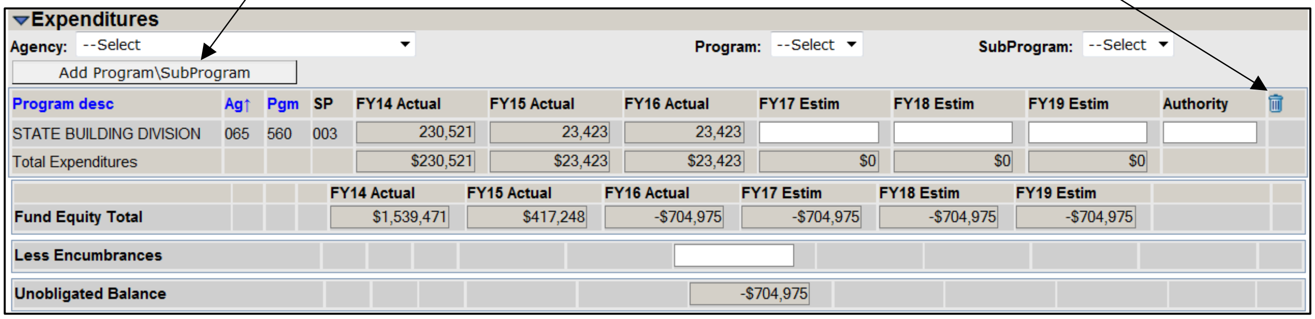
   - Searching with no selection criteria will produce all available revenue object codes.
   - Click **Select** to return to the previous screen with the selected Object Code. You may select only one Object Code at a time from the search results.
   - Click **Reset** to clear the criteria entered.
   - 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.

6. Enter amounts for the revenue objects in the currently selected fund.
   - Use object code **481100 - Investment Income** to estimate the amount of investment earnings that will be added to each fund by the Nebraska Investment Council.
   - The Nebraska Investment Council has set an assumed annual rate of return of **2.5%**.

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

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

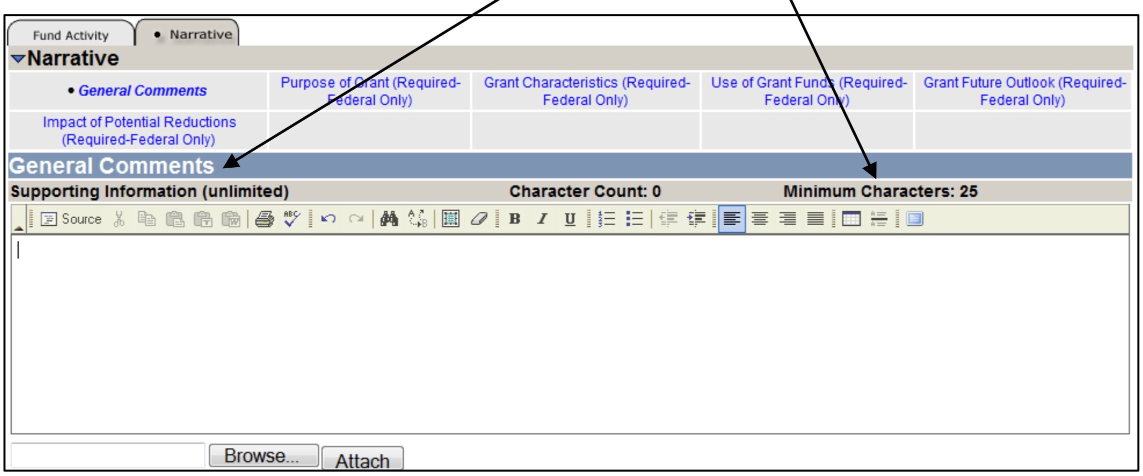


9. Enter expenditure estimate amounts for the currently selected fund.

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

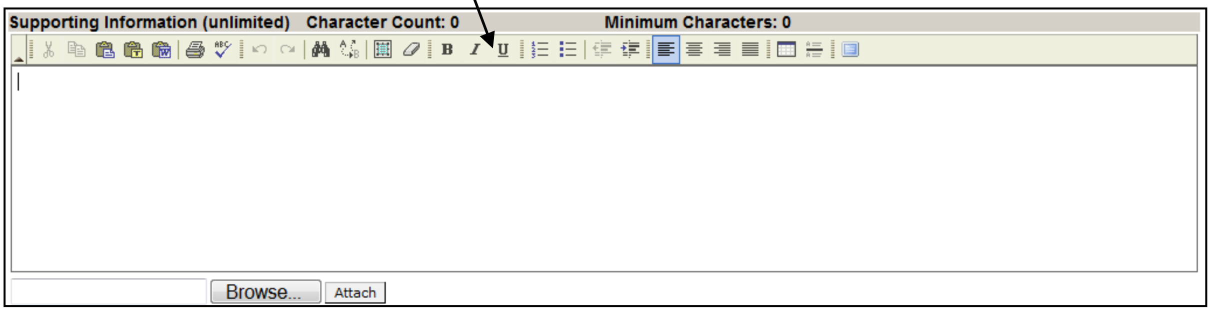
11. Click **View Mode** to exit Edit Mode. While in View Mode you may switch to a different Fund to continue entering Funds Analysis or change to a different screen from the left-margin menu.

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**.



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

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

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

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 2018-19, or where the estimated June 30, 2019, fund balance exceeds twenty-five percent of FY 2019 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.

- **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?

- **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.

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 2016-17 level (or at any level less than the total FY 2017-18 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 2016-17 Base Level Appropriation” for this budget request cycle is **92% of current new general fund appropriations for FY 2016-17**, after adjustments. The Legislative Fiscal Office will provide agencies a Form 200 which will include the dollar amount that represents the “FY 2016-17 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 2016-17 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 2017-18.

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 92% requirement.

Definitions

FY 2016-17 Base Level Appropriation – Ninety-two percent of the FY 2016-17 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 2016-17 base level appropriation and the FY 2017-18 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 92% base, i.e., the first function to be funded if appropriation is provided above the 92% 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.

Purpose

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

Getting Started

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

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

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

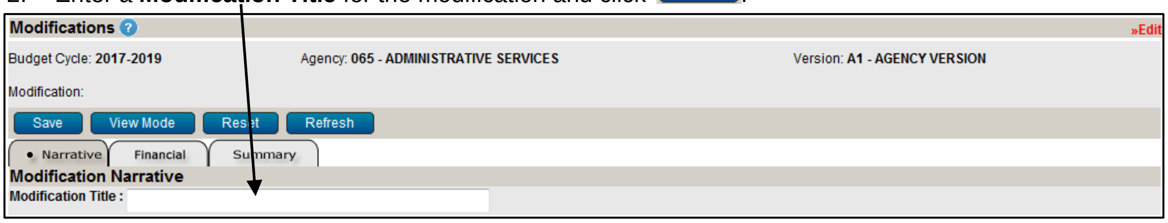
Create a New Budget Modification

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

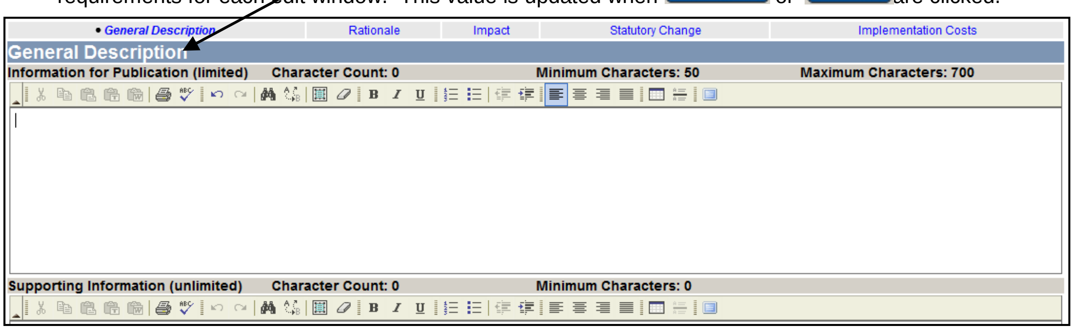
Time-Saver TIP #1
Set default options to avoid repetitive selections of ***Agency*** and ***Version***.

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

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



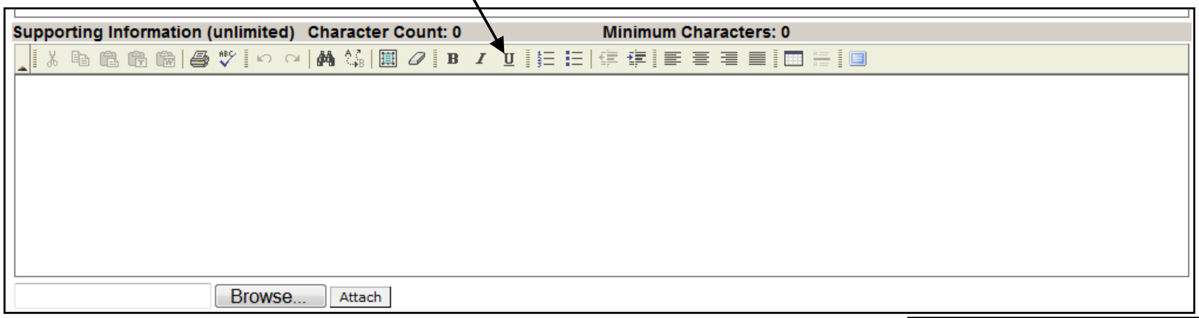
3. Continuing on the modification's Narrative tab, begin to enter narrative information. The Modification Details narrative contains five tabs. See the Narrative Content section below for content guidelines on each tab.
   - The narrative tab currently selected appears in the **information bar**.
  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



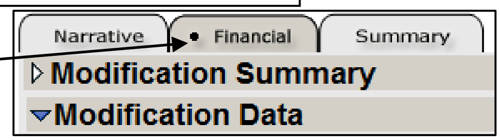
Formatting TIP
Avoid the use of *hard returns* when entering narrative text. Using hard returns prevents normal text "wrap" and hinders publication.

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

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



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

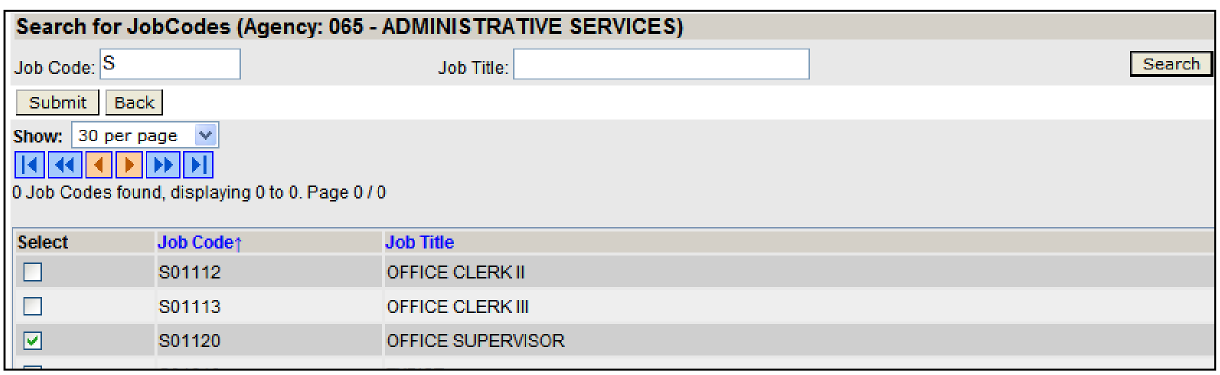


5. Select the modification's **Financial** tab to provide detailed financial information for the modification by Job Code, Object Code and Fund Type.

6. Begin adding Modification Detail (Programs) to the Modification. This can be done using two methods:
   1) To manually add Program level detail, continue with Step 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.

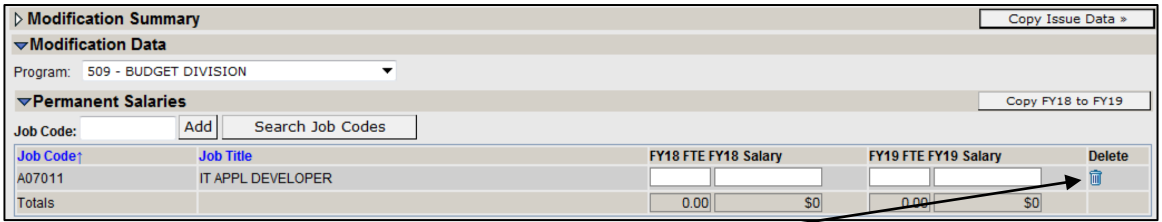
7. Click Add Program to add Program Modification Detail.
   - Select a Program to be added.

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



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

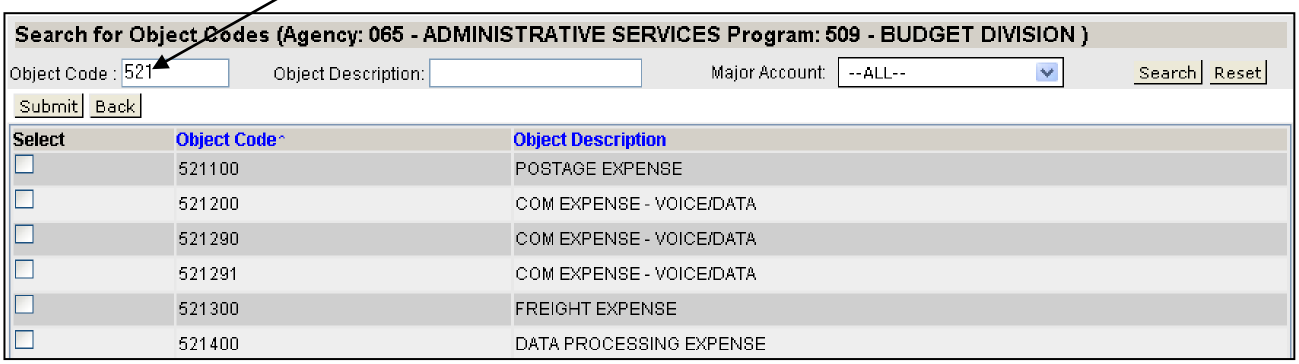
Time-Saver TIP #2
To copy data from the ***FY18*** column to the ***FY19*** column, use the Copy FY18 to FY19 button.

Caution: This will overwrite any amounts already entered in ***FY17***.

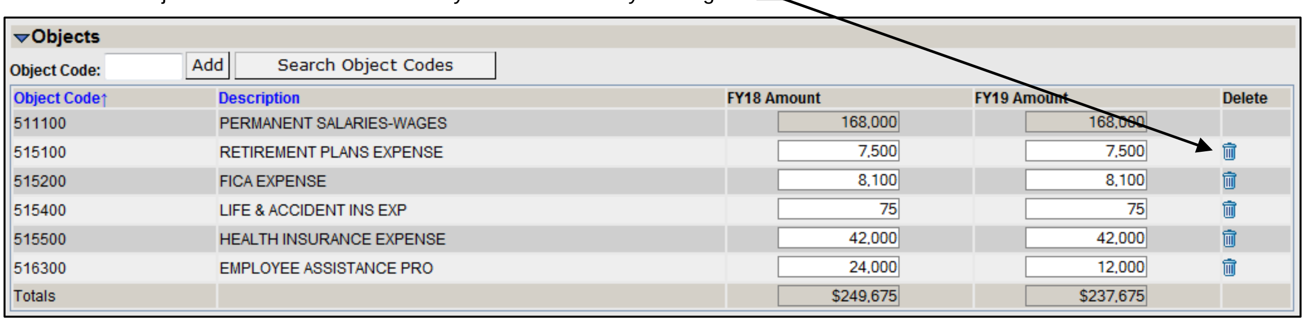
9. Enter FTE and Salary amounts for the Job Code(s) added for the currently selected program. Amounts entered are relative to the base year.
   - Note that negative numbers may NOT be entered.
   - If an FTE amount is entered, than a Salary amount is required.
   - Note that common salary-related Object Codes are added automatically if a Job Code is added.
   - Click Copy FY18 to FY19 to copy numbers entered in the 1st year of the modification to the 2nd year. This will overwrite whatever is currently entered in the 2nd year.

10. Click Save to commit the data entered to the database. The FY18 and FY19 salary totals will be automatically inserted into the 511100 Object Code.

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



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



12. Enter amounts in the Object Code(s) added for the currently selected program. Amounts entered are relative to the base year.
    - Note that negative numbers may NOT be entered.
    - Note that you may not delete the Object Code 511100. This Object Code will appear as long as Job Code(s) are shown under the Permanent Salaries section.
    - Click [Copy FY18 to FY19] to copy numbers entered in the 1st year of the request to the 2nd year. This will overwrite whatever is currently entered in the 2nd year.

13. Click [Save] to commit the data entered to the database.

14. Enter **Funding** amounts for both the **FY18 Funding** and **FY19 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.
        - o The total of the funding amounts entered must balance with the total of the amounts entered by Object Code.
        - o The system requires that Operations and Government Aid object totals 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 [ ] [Change]

Operations Funding

Fund Type	Total	FY18 %	FY18 Funding	FY19 %	FY19 Funding
General Fund	$0				
Cash Fund	$0				
Federal Fund	$0				
Revolving Fund	$0				
Other Fund	$0				
Total Operations Funding	$0	0.00	$0	0.00	$0

Government Aid Funding

Fund Type	Total	FY18 %	FY18 Funding	FY19 %	FY19 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

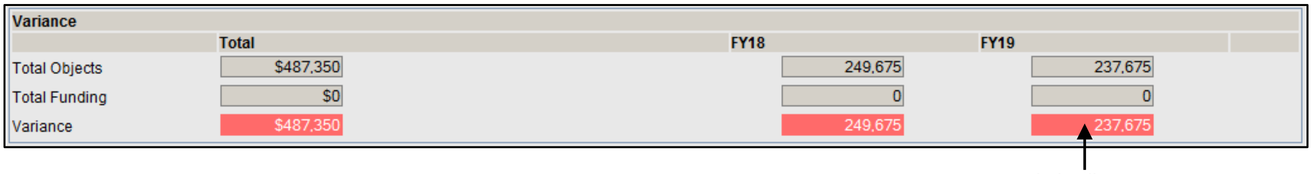
Fund Type	Total	FY18 %	FY18 Funding	FY19 %	FY19 Funding
General Fund	$0	0	0	0	0
Cash Fund	$0	0	0	0	0
Federal Fund	$0	0	0	0	0
Revolving Fund	$0	0	0	0	0
Other Fund	$0	0	0	0	0
Total	$0	0.00	$0	0.00	$0
PSL Amount	$336,000		$168,000		$168,000

➤ Funding may be entered by two methods, *Whole Dollar* or *Percentage*.
- To change methods, check the box to enter data in percentages then click [Change].
- Un-checking the box 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 **FY18** and **FY19**.
- 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.

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

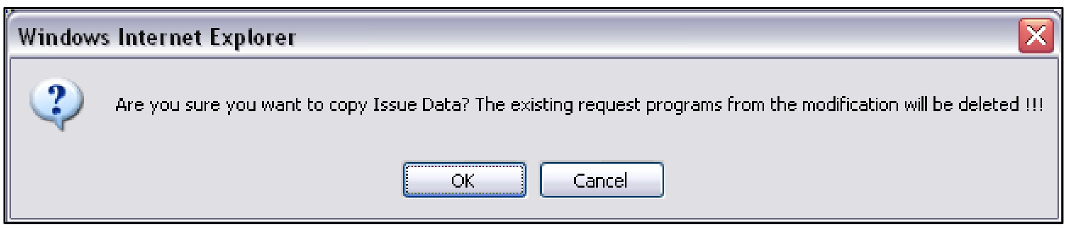


    - The system will calculate the variance for **FY18** and **FY19**. Any variance will be highlighted with *red shading*.
    - Use of the Percentage funding method may produce a variance due to rounding. To correct, use the *Whole Dollar* method.

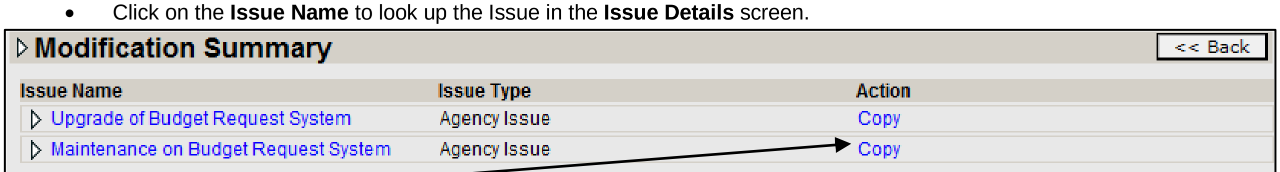
16. Click View Mode to exit Edit Mode. While in View Mode you may switch to a different Modification to continue entering your budget modifications or change to a different screen from the left-margin menu.

Copy Financial Details from an Existing "Issue"

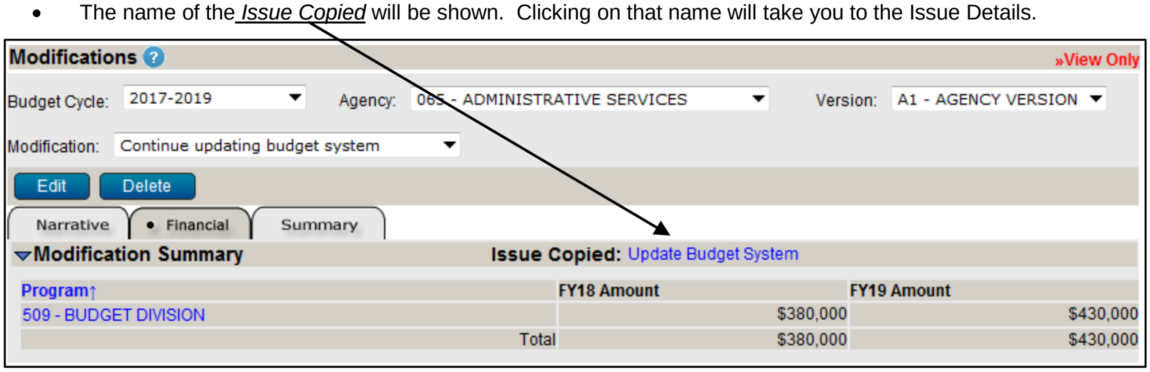
1. Select the Modification you wish to update from the ***Modification*** dropdown or create a new Modification as outlined above.
2. Click Edit to begin editing the Modification.
3. Select the • Financial tab.
4. Click Copy Issue Data » to copy financial details from an existing Issue request.
    - When clicked, you will receive a warning indicating that all existing data in the Modification will be deleted. Click OK to continue or Cancel to stop the copy.



    - A listing of all Issues available to the user will be shown
    - Click BACK to return to the previous screen without selecting an Issue to copy.
    - Click on the **Issue Name** to look up the Issue in the **Issue Details** screen.



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



NOTE: 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.

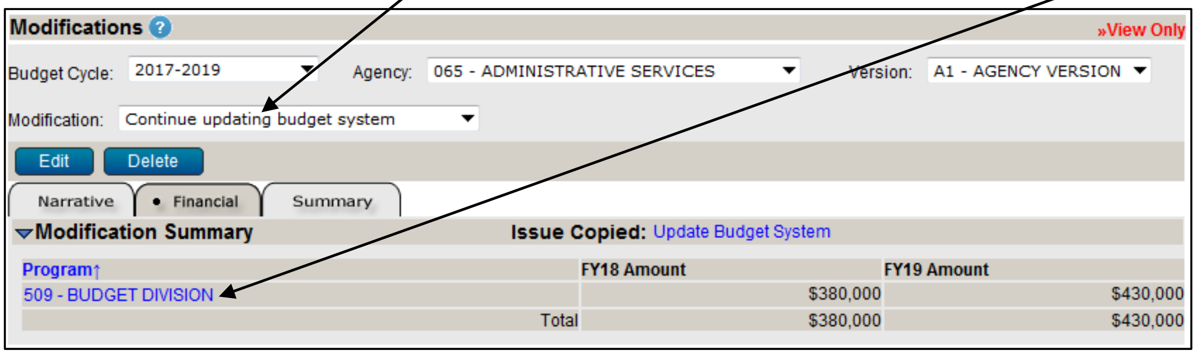
6. See Edit an Existing Budget Modification below to edit the Modification.

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

Edit an Existing Budget Modification

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

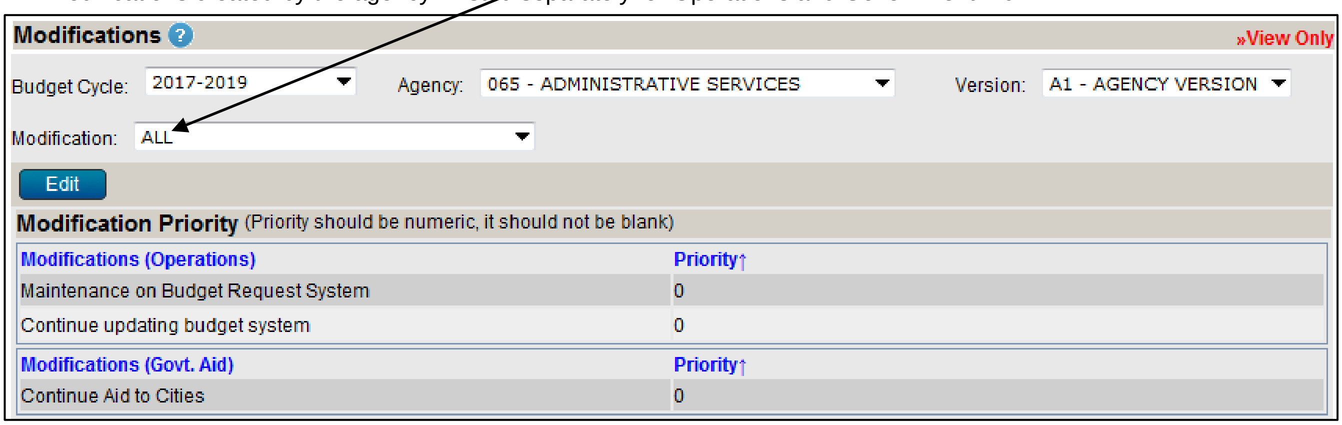
2. Click Edit to begin editing the Modification.
   - Select the ***Narrative***, ***Request*** or ***Summary*** tab as needed.
     - o NOTE: You can change the Title if necessary. Click Save after changing the title.
   - To load the modification financial data for a specific Program which was previously entered, click the "program link" under the Program column in the **Modification Request Summary** section of the modification's **Request** tab.



- 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.



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.

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.

Purpose

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

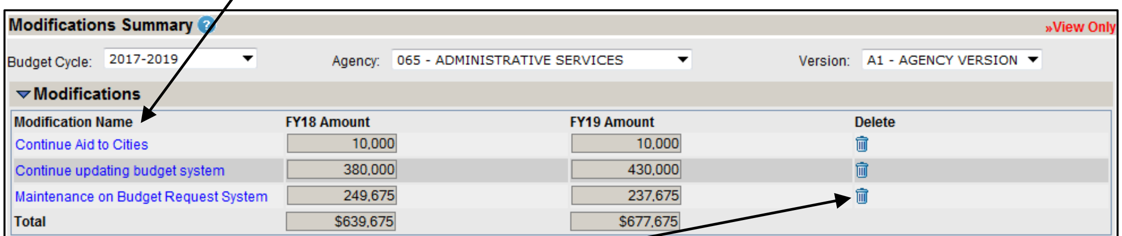
Getting Started

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

<u>Open a Modification for Viewing or Editing</u>

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



Modifications Summary »View Only

Budget Cycle: 2017-2019 Agency: 065 - ADMINISTRATIVE SERVICES Version: A1 - AGENCY VERSION

Modifications

Modification Name	FY18 Amount	FY19 Amount	Delete
Continue Aid to Cities	10,000	10,000	
Continue updating budget system	380,000	430,000	
Maintenance on Budget Request System	249,675	237,675	
Total	$639,675	$677,675	

<u>Delete a Modification</u>

1. 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.

SECTION III

Capital Construction and Building Renewal Requests

GENERAL GUIDELINES
CAPITAL CONSTRUCTION AND BUILDING RENEWAL REQUESTS

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

Purpose

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

Use the capital construction budget request for the following:

— planning funds for construction-related activities, including preparation of a comprehensive plan, program statements, design development and bidding documents;

— construction funds including new construction, renovation and major repair;

— reaffirmation of funds previously authorized but not yet appropriated; and,

— building renewal requests (all four categories—deferred repair, fire and life safety, Americans with Disabilities Act (ADA) and energy conservation).

Reaffirmations

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

Reappropriations

On or before **October 21, 2016**, submit to the Administrative Services State Building Division, Administrative Services State Budget Division, and the Legislative Fiscal Office; a list of all Capital Construction Programs that should be reappropriated into FY2018. Include the program number, project name, and the estimated June 30, 2017, unexpended appropriation balance, by fund type. Also, identify how much of the June 30, 2017 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 $640,000. A "*Program Statement*" is required for each project where total cost exceeds $640,000, 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 $640,000, 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 $640,000. 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 $640,000 (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. <u>Needs Statement</u>

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

1. A subsequent *Program Statement* must be developed for projects whose estimated total project cost exceeds $640,000 (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 $640,000 (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 $640,000 (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 $640,000 that do not change programmed space (such as fire/life safety, utility, ADA and repair and maintenance projects), a *Needs Statement* may be submitted in lieu of a *Program Statement*.

d. <u>Historical Structures</u>

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

1. Section 72-808(3), Nebraska Revised Statutes specifies that efforts should be made by the state to identify, preserve, maintain, and restore such historic structures whenever possible

2. Section 72-810 specifies:
   "Improvements, alterations, or changes made by the state, its agencies, or departments on or to any historic structures owned by the State of Nebraska shall be in keeping with its historical or architectural significance. Such alterations shall be made according to standards set by the United States Department of the Interior. 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 $640,000 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 $75,000. The same section requires use of a professional consulting engineer or architect for preparing the plans for any project costing $640,000 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 2016

GUIDELINES

Budget Instructions - July 2016
For The 2017-2019 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 & 81-1108.41. Both are required for project requests in excess of $640,000.

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 2016 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, 2016 per the Budget Instructions. After September 15th, the Capital Construction documentation will become public information and will be available on the State Budget Division website. The Committee will not evaluate, score and prioritize, or otherwise include in the November 15, 2016 plan requests that are submitted after that date.

6. Project Request explanations for the Committee are scheduled for mid-October 2016. 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 2017-2019 biennium that will be included in the November 15, 2016 Plan.

Project requests meeting these guidelines and being evaluated by the Committee will be scored using the Project Rating Criteria and given an overall priority in the *State Comprehensive Capital Facilities Plan*. The Plan will also include project request priority lists for the four following categories:

1) Reaffirmations,
2) Requests of General Funds (any portion of the request),
3) Requests for Planning Funds (regardless of fund source), and
4) Requests of 100% Non-General Funds.

The *State Comprehensive Capital Facilities* Plan will be submitted to the Governor, the Committee on Building Maintenance (Task Force for Building Renewal legislative oversight committee), and the Legislative Fiscal Office no later than November 15, 2016.

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 2016
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 2016

PROJECT RATING CRITERIA SCORING FOR FY2017 AND FY2018 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. 3 - Class I; less than 50% of constr. 2 - Class II; more than 50% of constr. 1 - Class II; less than 50% of constr. 0 - No Life Safety /Legal Issues			
c) Need:	**Immediacy of Need (0-5)**	**5.00**	**10**	**50.00**
	0-5 points are awarded (see scale below) and multiplied by 10 for a total possible of 50. 5 - Clearly addresses needs in <5 years. 4 - Clearly addresses needs in 5-10 years. 3 - Clearly addresses needs in 10-20 years. 2 - Clearly addresses needs in 20+ years. 1 - Justification of Need not clear. 0 - Justification of Need not stated.			
2) FINANCIAL / ECONOMIC				**500.00**
a) Long Term:	**Operating Savings/Efficiencies (0-5)**	**5.00**	**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. & Mgmnt. (% 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 2017-2019 Budget Requests

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

EXPLANATION:
The proposal is to utilize the LB309 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 - LB309 Class I; more than 50% of construction
3 - LB309 Class I; less than 50% of construction
2 - LB309 Class II; more than 50% of construction
1 - LB309 Class II; less than 50% of construction
0 - No fire, life, safety or legal issues

Here are the designations of LB309 "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 2017-2019 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 2017. 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, 2016 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).

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

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

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

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

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

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

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

3. **AMERICANS WITH DISABILITIES ACT (ADA): Requests provide building and program accessibility for disabled and physically challenged individuals and bring a building into compliance with the 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 <u>clearly</u> 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 <u>may</u> be necessary to comply with Americans with Disabilities Act (ADA) federal law.

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

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

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

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.

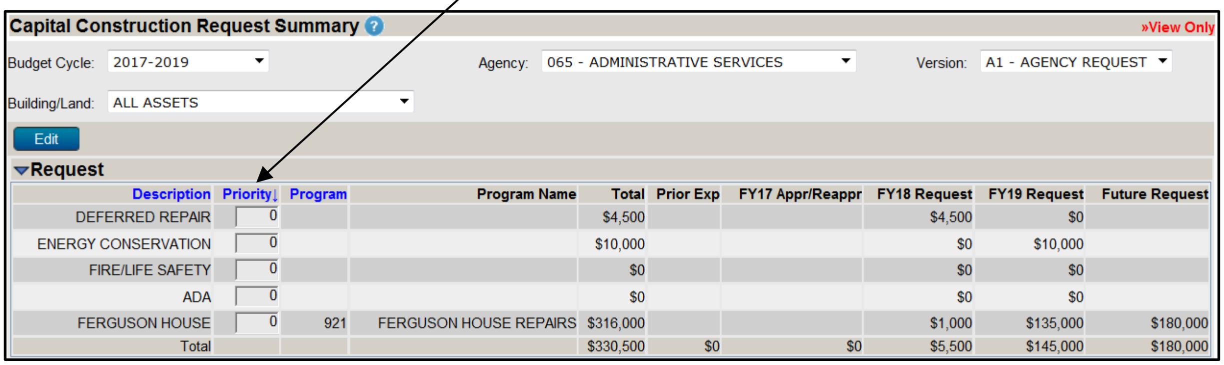
> **Time-Saver TIP**
> Set default options to avoid repetitive selections of ***Agency***, ***Division*** and ***Version***. Go to ***User Options*** in the upper right corner of any screen. Once your selections are made, press Save.

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).

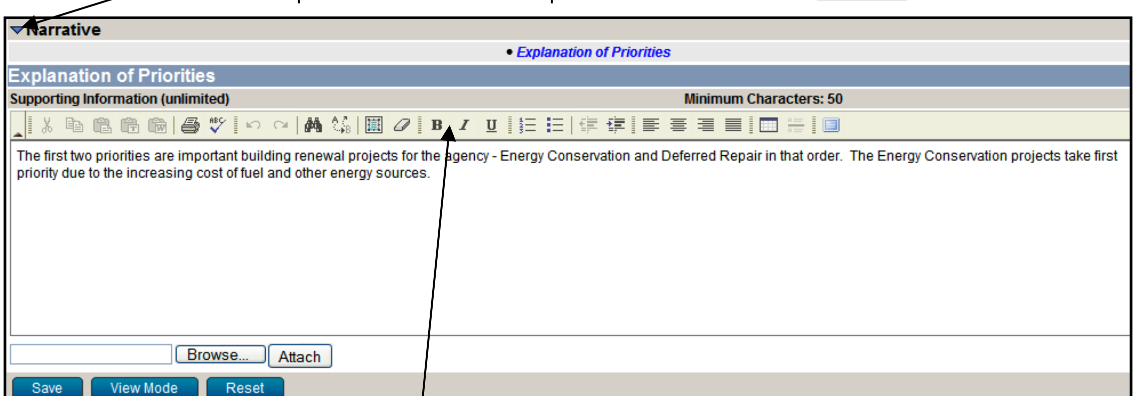
1. Select "**All Assets**" from the **Building/Land** drop-down. This will provide a list of all capital construction projects and building renewal categories.
2. Click Edit. This will allow you to set the **Priority** number for each capital construction request relative to the building renewal categories.



Description	Priority	Program	Program Name	Total	Prior Exp	FY17 Appr/Reappr	FY18 Request	FY19 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.



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

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

Purpose

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

Getting Started

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

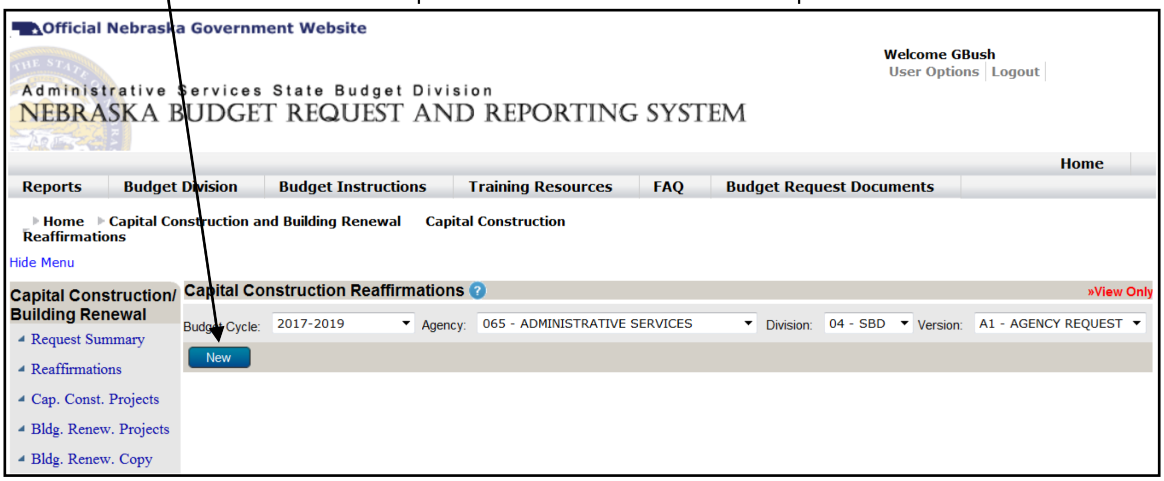
- ***Budget Cycle*** defaults to the current cycle.
- Select ***Agency***, ***Division*** (if applicable), and ***Version*** from the options that have been assigned to you (see Time-Saver Tip on the right margin).

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

Create a New Reaffirmation Request

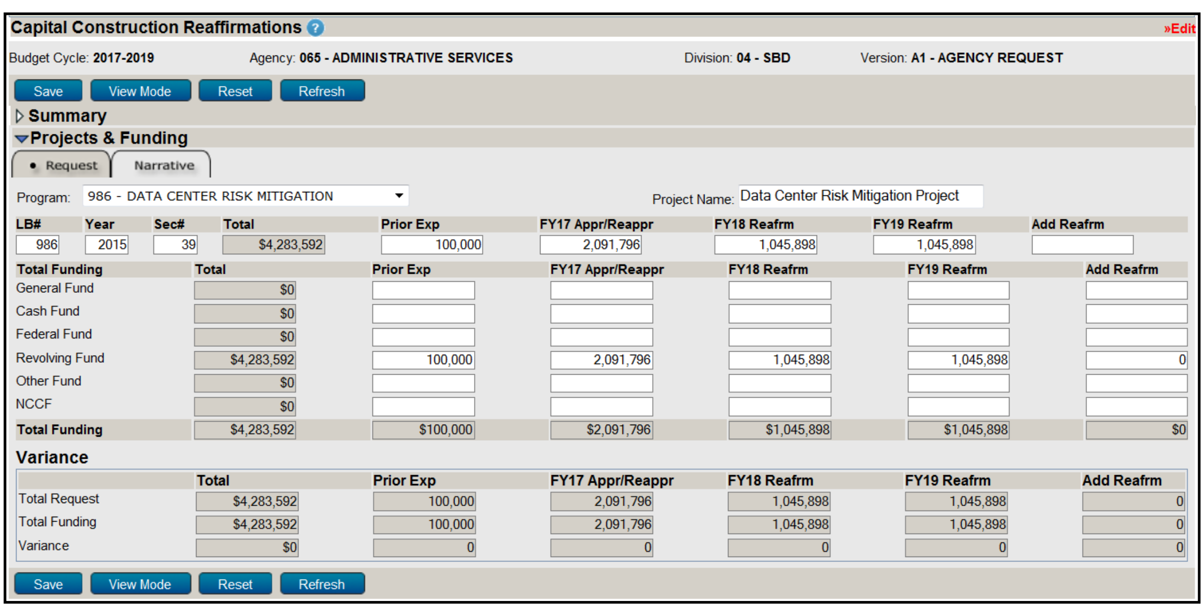
1. Click on **New.** This will create a Capital Construction Reaffirmation Request.



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

2. Select a **Program**. Only the 900 series programs (i.e. capital construction programs) assigned to the user will be displayed. If the desired program is not found, please contact the State Budget Division to have one created.
   - 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 2015-16) and the base year **FY17 Appr/Reappr**, then add reaffirmation request amounts for **FY18 Reafrm**, **FY19 Reafrm**, and future **Add Reafrm** (sum of future years).

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.



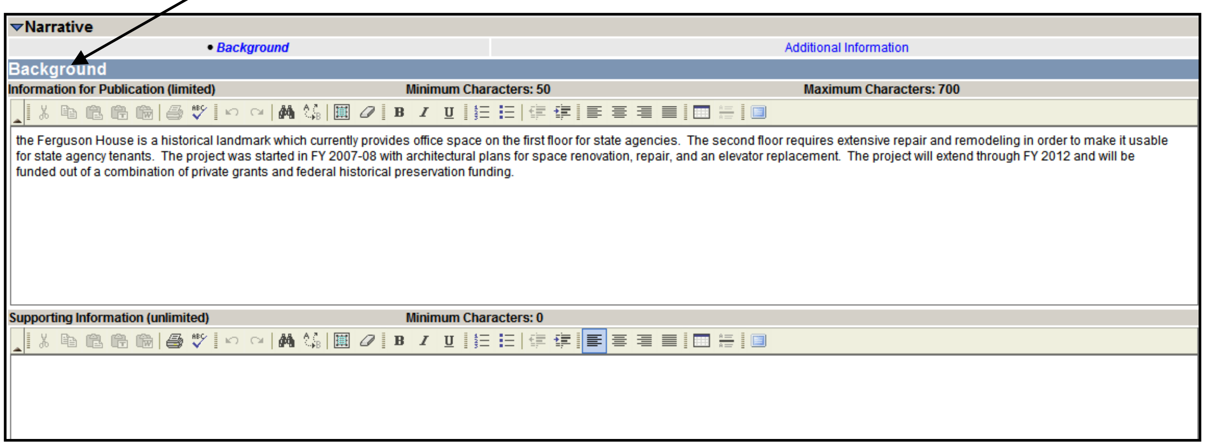
4. Enter **Funding** amounts for the reaffirmation request (General, Cash, NCCF, etc.) as needed for all columns. Once completed, Total Funding must match Total Request in each column.
    - Click Save to commit the data entered to the database and check for Variances.
    - Variances do not need to be resolved in order to save. However, all Variances must be resolved before your budget request can be submitted.

Other Buttons:

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

5. Select the **Narrative** tab to provide a short history, or background, on the financing of the project as well as an explanation of changes in the scope of the project or its cash flow, if any. The Reaffirmations narrative includes two tabs. See the Narrative Content section below for content guidelines on each tab.
    - The narrative tab currently selected appears in the **information bar**.
    - Narrative tabs with two edit windows are limited to a minimum and maximum number of characters which is pre-defined based on the screen. Text in the limited edit windows should be viewed as a summary of what is presented in the second, unlimited 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.

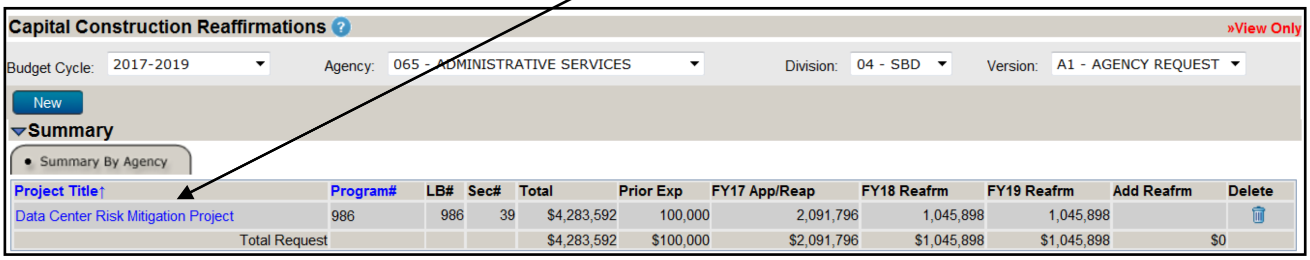


- If the number of characters in the section exceeds the **Maximum Characters** allowed the information will **<u>NOT</u>** be saved but the **Character Count** will be updated. Reduce the number of characters to under the maximum, then save.
- Use the edit window **button bar** for standard word processing 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. <u>Attachments should not be referenced in the limited Information for Publication edit window as the attachments will not be included with all reports.</u>

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

Edit an Existing Reaffirmation Request

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



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

Reaffirmation Project - Narrative Content

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

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

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.

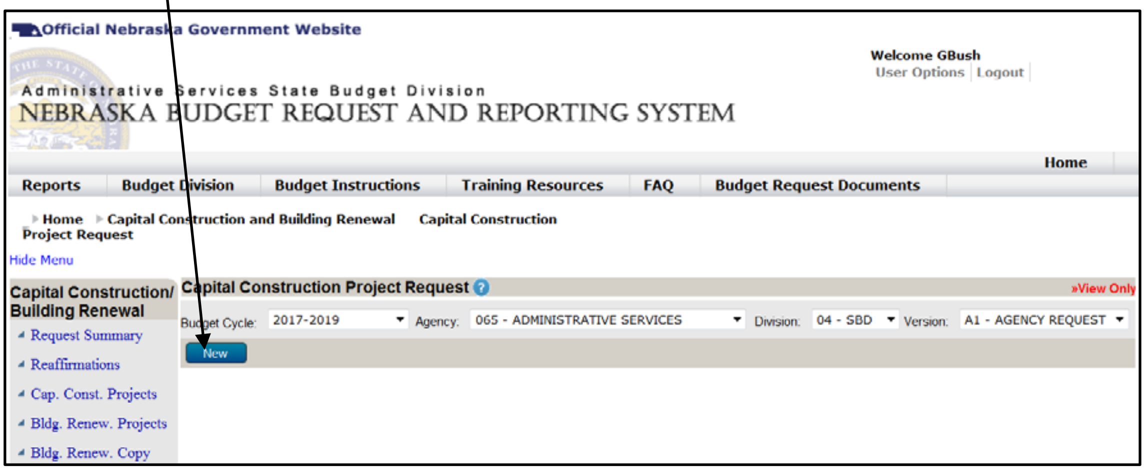
Getting Started

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).

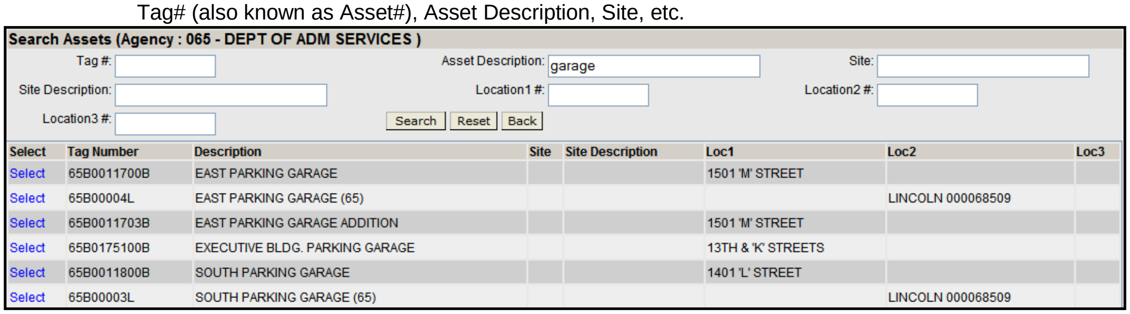
<u>Create a New Project Request</u>

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



Time-Saver TIP #1
Set default options to avoid repetitive selections of ***Agency***, ***Division*** and ***Version***. Go to ***User Options*** in the upper right corner of any screen. Once your selections are made, press Save.

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



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

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

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

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

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

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

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

4. Enter project amounts as needed in the fields provided (see screenshot below), beginning with **Prior Exp** (Project-to-Date through FY 2015-16) and the base year **FY17 Appr/Reappr**, then add request amounts for **FY18 Request**, **FY19 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 | Operating Costs

Priority: 0

Program Planning

	Total	Prior Exp	FY17 Appr/Reappr	FY18 Request	FY19 Request	Future Add Request
Program Planning	$0					
Total	$0	$0	$0	$0	$0	$0

Professional Fees

	Total	Prior Exp	FY17 Appr/Reappr	FY18 Request	FY19 Request	Future Add Request
Architect/ Engineers	$0					
In-house Services	$0					
Total	$0	$0	$0	$0	$0	$0

Construction

	Total	Prior Exp	FY17 Appr/Reappr	FY18 Request	FY19 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	FY17 Appr/Reappr	FY18 Request	FY19 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

5. Enter **Funding** amounts for the project (General, Cash, NCCF, etc.) as needed for all columns. Once completed, Total Funding must match Total Request in each column. **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	FY17 Appr/Reappr.	FY18 Request	FY19 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

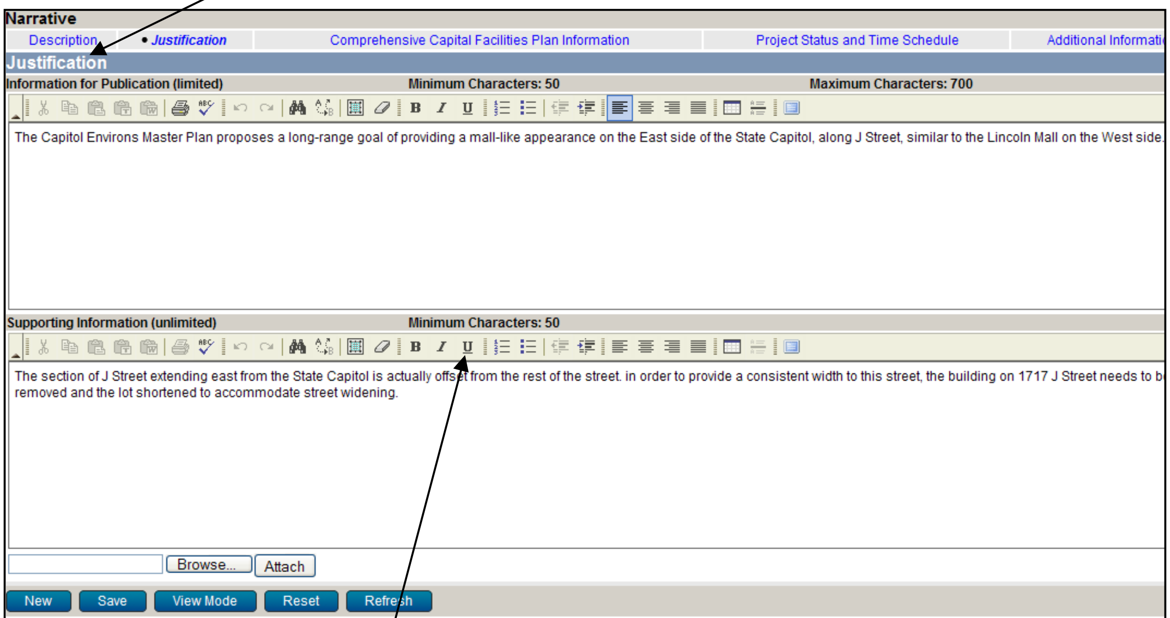
	Total	Prior Exp	FY17 Appr/Reappr	FY18 Request	FY19 Request	Add Request
Total Request	$316,000	0	0	1,000	135,000	180,000
Total Funding	$316,000	0	0	1,000	135,000	180,000
Variance	$0	0	0	0	0	0

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.

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 <u>**NOT**</u> 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. <u>Attachments should not be referenced in the limited Information for Publication edit window as the attachments will not be included with all reports.</u>

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

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

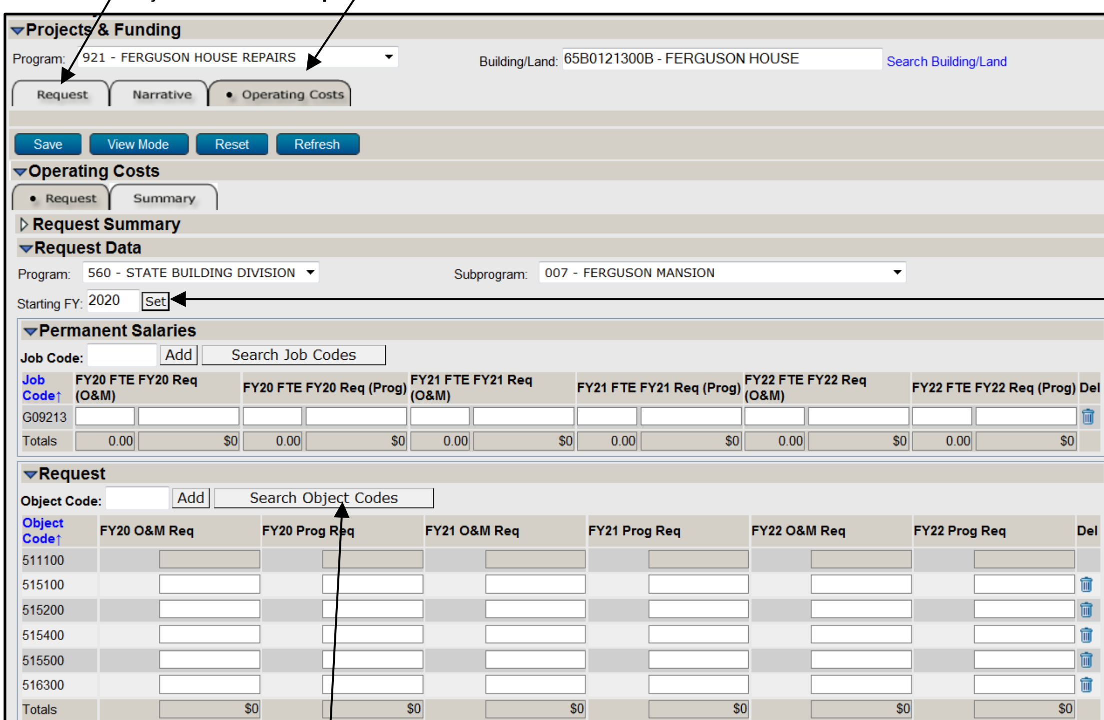
Capital Construction Project Request – Operating Costs

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

1. 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.

2. 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 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.



NOTE:
The default **Starting FY** is **2020.**

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 button.
- Click Save to commit the data entered to the database.

3. 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.

4. If the facility will generate revenue (such as rent) once the project is completed, revenue estimates should be entered under the **Revenue Codes** section.
   - If the revenue Object Code is known enter the code and click **Add**, otherwise click Search Revenue Codes. On the search screen, the Revenue Code field will search for codes that begin with what is entered while the Description field will search for the characters contained in the description. Click on **Search**.

Funding

Total Funding

Fund Type	FY20 O&M Fund	FY20 Prog Fund	FY21 O&M Fund	FY21 Prog Fund	FY22 O&M Fund	FY22 Prog Fund
General Fund						
Cash Fund						
Federal Fund						
Revolving Fund						
Other Fund						
Total	$0	$0	$0	$0	$0	$0
PSL Request	$0	$0	$0	$0	$0	$0

Variance

	FY20 O&M	FY20 Prog	FY21 O&M	FY21 Prog	FY22 O&M	FY22 Prog
Total Request	0	0	0	0	0	0
Total Funding	0	0	0	0	0	0
Variance	0	0	0	0	0	0

Revenue Codes

Revenue Code: Add Search Revenue Codes

   - 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: Add Search Revenue Codes

Object Code↑	FY20 O&M Req	FY20 Prog Req	FY21 O&M Req	FY21 Prog Req	FY22 O&M Req	FY22 Prog Req	Del
471100							
Totals	$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

1. While in View Mode, click an existing project's ***Building/Land Description*** from the **Summary** section of the screen. This will open the project's detail information. Click Edit to begin making any desired changes.
   - Follow Steps 3-6 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	FY17 App/Reap	FY18 Request	FY19 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	

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 2017-18) or Class II (occurring in FY 2018-19). The screen also identifies the percent of the total project cost to be financed by the agency's cooperative funding including the specific fund types to be used by the agency.

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

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

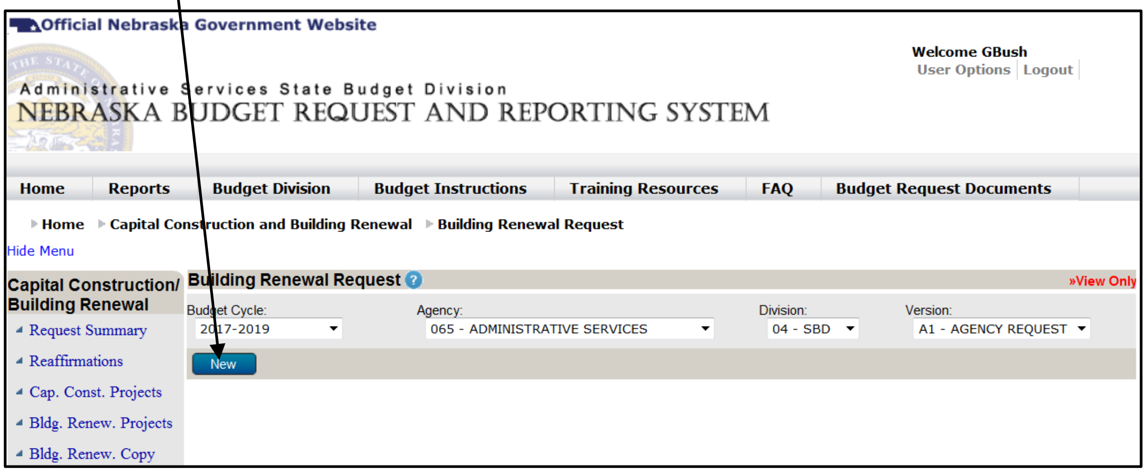
Getting Started

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

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

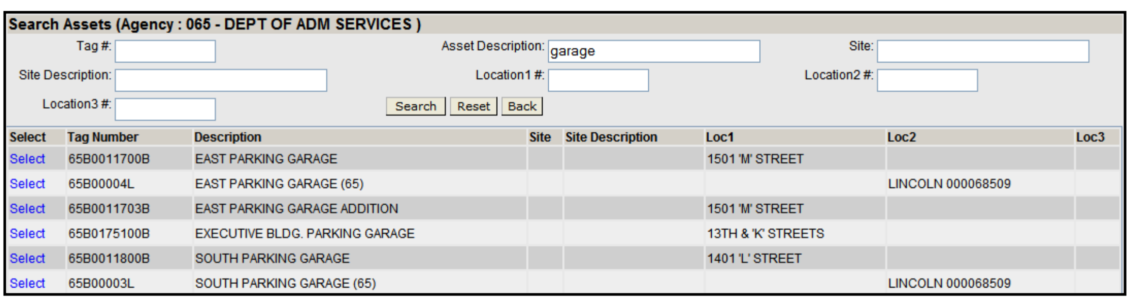
Create a New Building Renewal Project Request

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



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

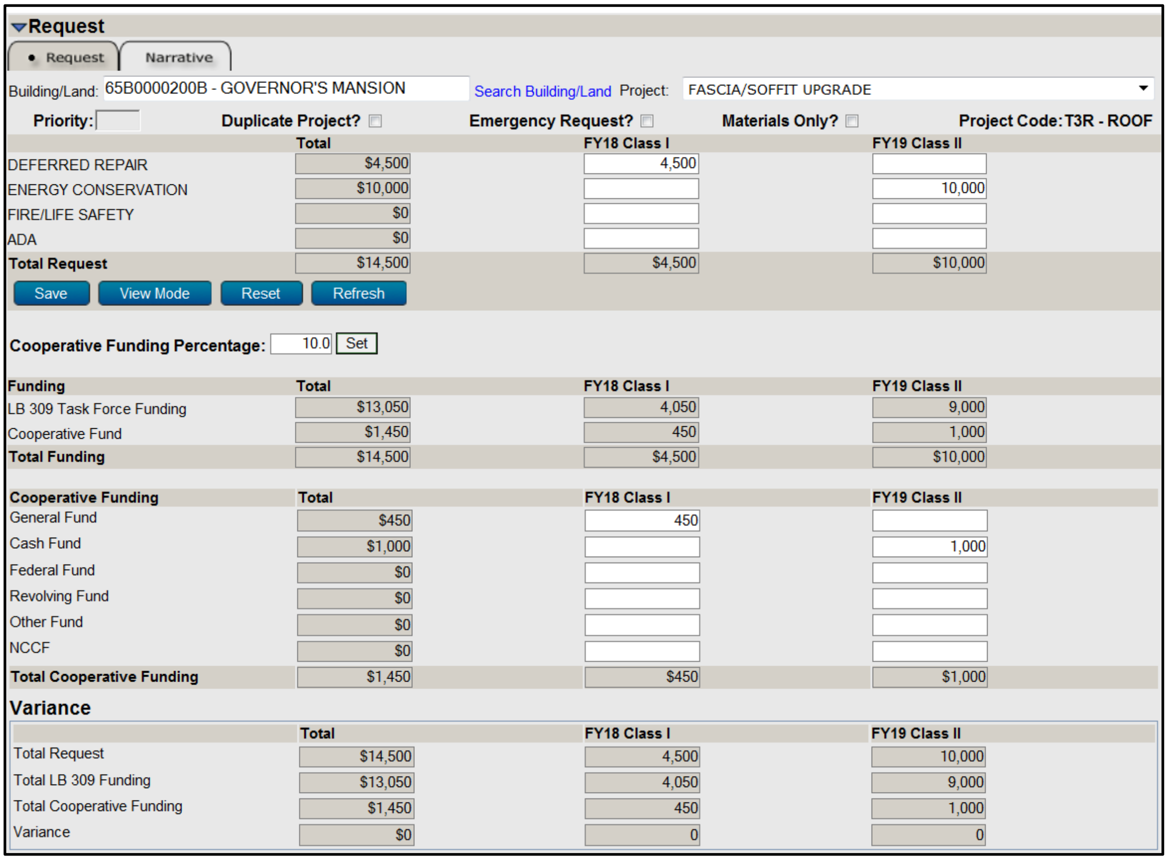
Click on **Search Building/Land** to open a search screen. Enter the criteria for the search in any of the available fields such as Tag#, Asset Description, Site, etc.



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

- Click **Search.** Find the Building/Land you wish to identify from the search results. Click **Select.** This will return you to the project screen with the selected building/land identified.
- Select a **Project** name from the pre-populated drop down list of common projects. Alternatively, you may select **New** to create a more unique project name. If a New project name is created, select a **Project Code** from among the Building Renewal Task Force defined drop-down list of codes.

2. 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 2017-2019 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 **FY18 Class I** and/or **FY19 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.



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.

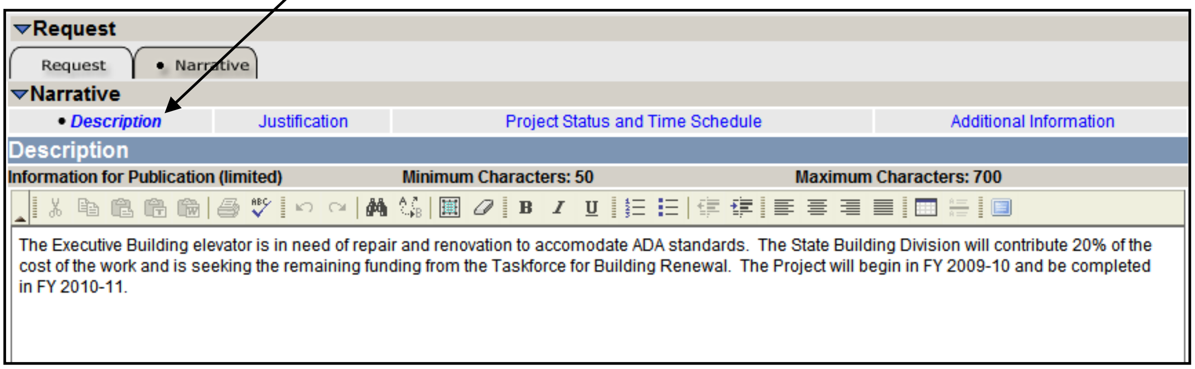
Other Buttons:

- 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.

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.

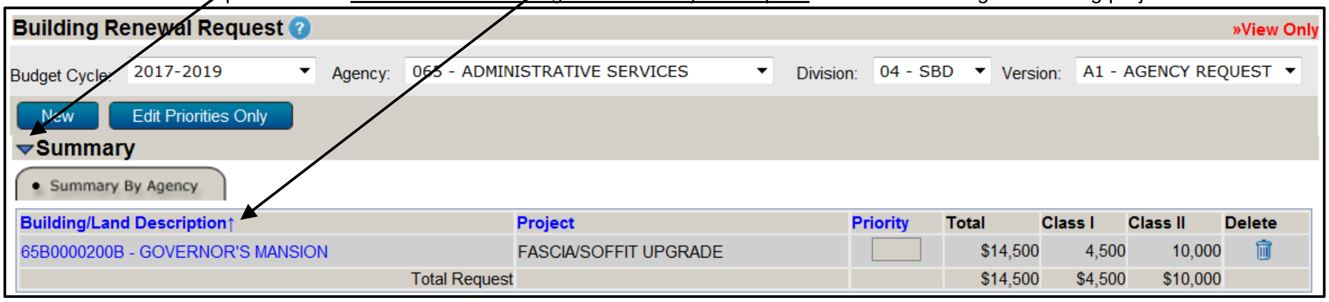


- If the number of characters in the section exceeds the **Maximum Characters** allowed the information will **NOT** be saved but the **Character Count** will be updated. Reduce the number of characters to under the maximum, then save.
- Use the edit window **button bar** for standard word processing 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 Save whenever exiting a screen or risk losing unsaved data. Save frequently to avoid data loss.

Edit an Existing Building Renewal Project Request

1. While in View Mode, click an existing project's **Building/Land Description** from the **Summary** section of the screen. This will open the project's detail information.
   - Click Edit to begin making any desired changes.
   - 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.



Building Renewal Request - Narrative Content

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

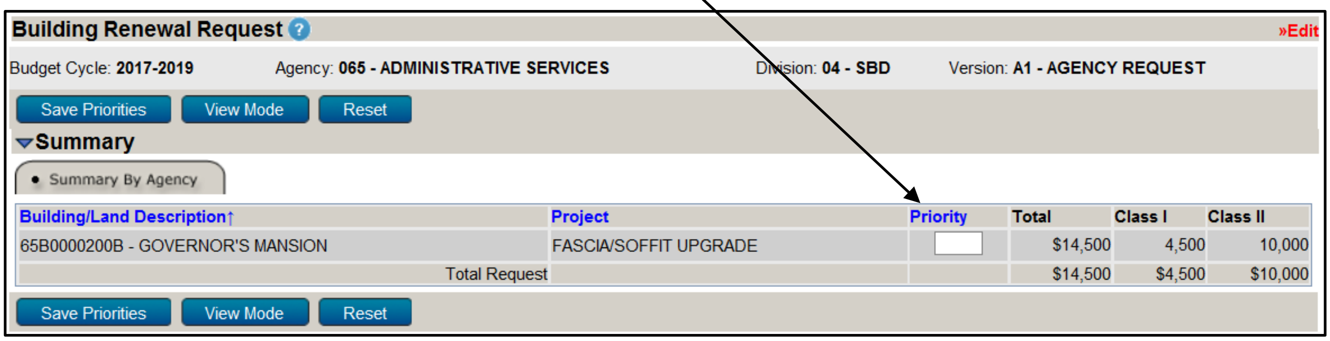
Edit Priorities

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: **2017-2019** 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		$14,500	4,500	10,000
Total Request			$14,500	$4,500	$10,000

Save Priorities | View Mode | Reset

Purpose

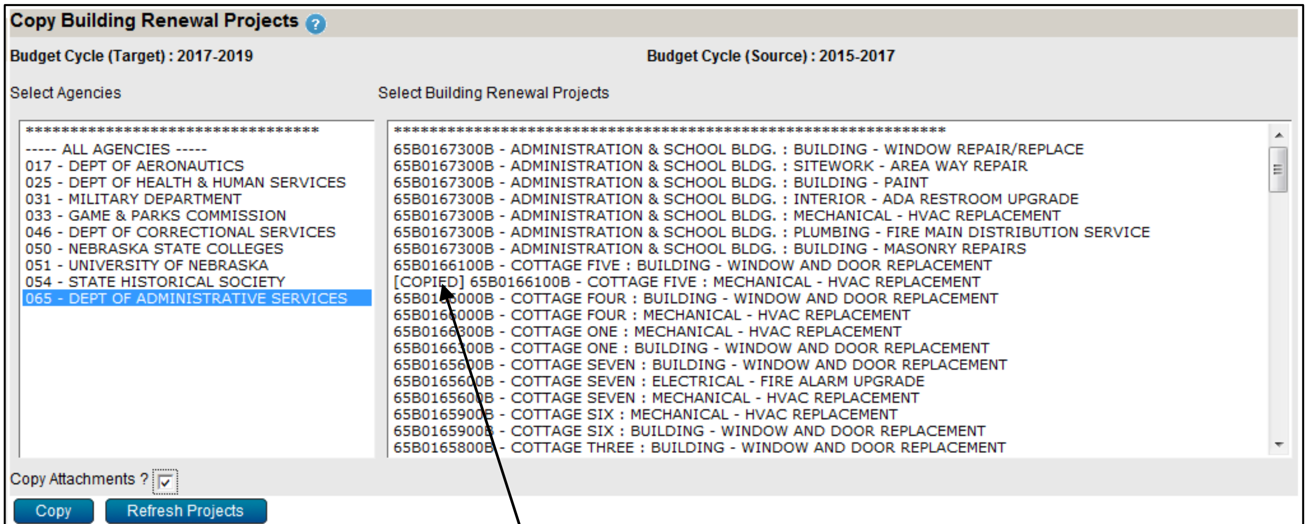
- ➤ Allows an agency to copy Building Renewal Projects which were submitted in the 2015-2017 budget request but are not yet completed to the 2017-2019 budget request.

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

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



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

1. 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 2017-2019 budget cycle will be overwritten.
2. Check **Copy Attachments?** to also copy attachments from the 2015-2017 budget request.
3. Click Copy to copy the selected project(s) to the 2017-2019 budget request.
4. Upon completion, copied projects will be listed in the Summary section of the Building Renewal Projects screen.

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 sections 86-512 to 86-524. The commission may adopt policies that establish the format and minimum requirements for project submissions." Neb. Rev. Stat. §86-516(5). In order to perform this review, the NITC require agencies/entities to complete this form when requesting funding for technology projects. Detailed information can be found at http://nitc.ne.gov/standards/1-202.html.

Note that any project which requires an increase in appropriation for FY2017-18 and/or FY2018-19 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 is working on a new web based portal for agencies to use to complete this requirement. Therefore, the Agency IT Plan will not need to be included in the final submission.

IT Project Proposals for the 2017-2019 biennium are due by 5:00 p.m., Thursday September 15, 2016.

Purpose

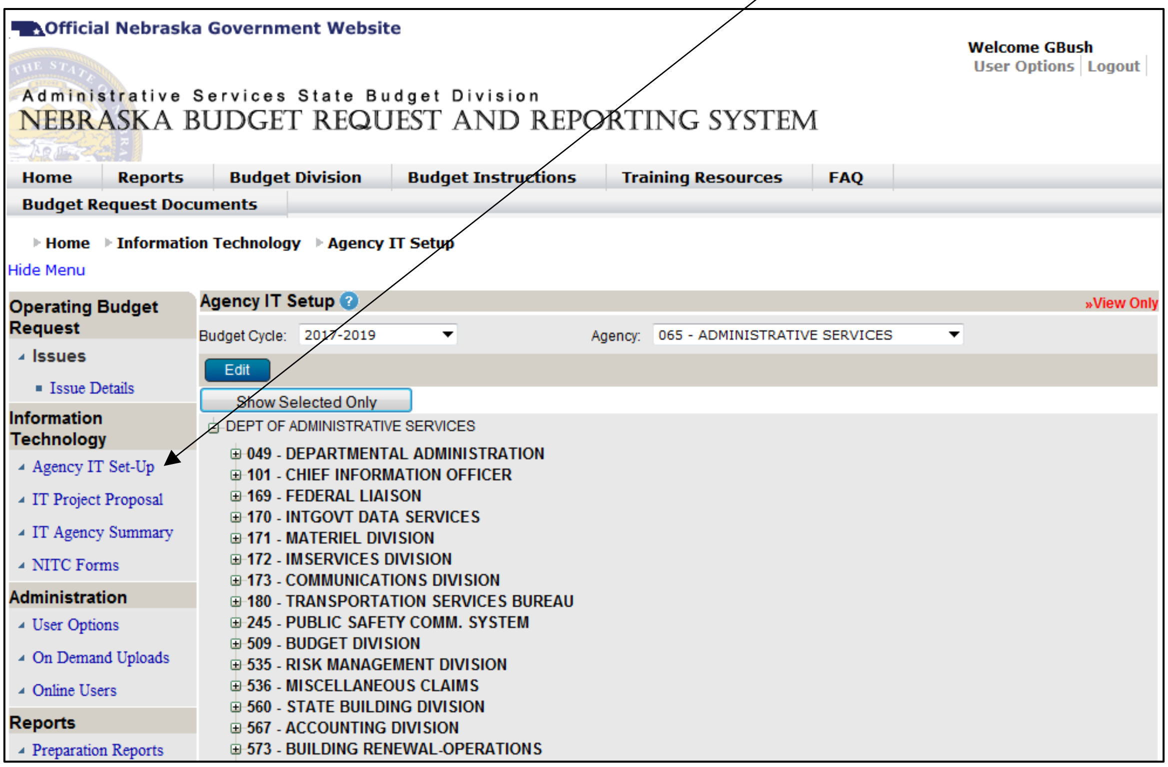
- Allows an agency to designate specific Programs and Subprograms as containing only IT related expenditures. This designation, along with the Office of the CIO's designation of specific IT related job codes and object codes, will help to report the level of IT expenditures in the state for the Nebraska 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

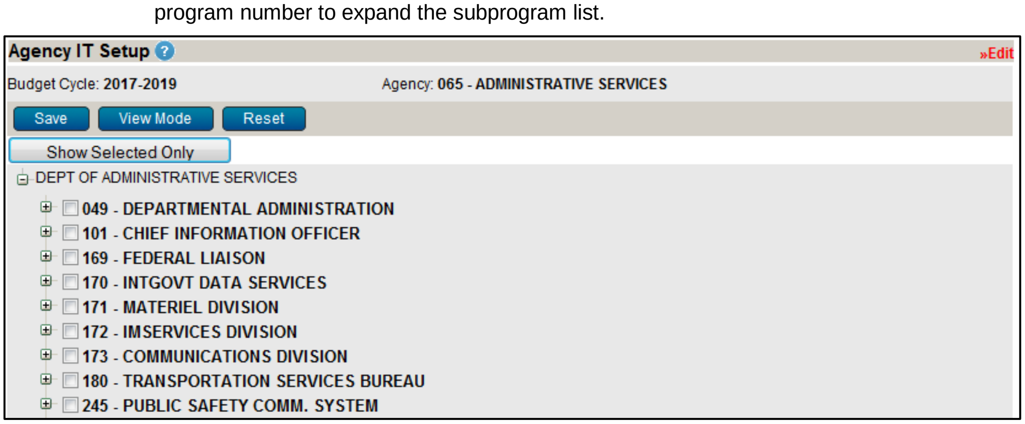
1. From the left-margin menu under **Information Technology**, click **Agency IT Setup**.
   - ***Budget Cycle*** defaults to the current cycle.
   - Select ***Agency*** from the drop-down menu options that have been assigned to you (see Time-Saver Tip on the right).

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.



2. 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.

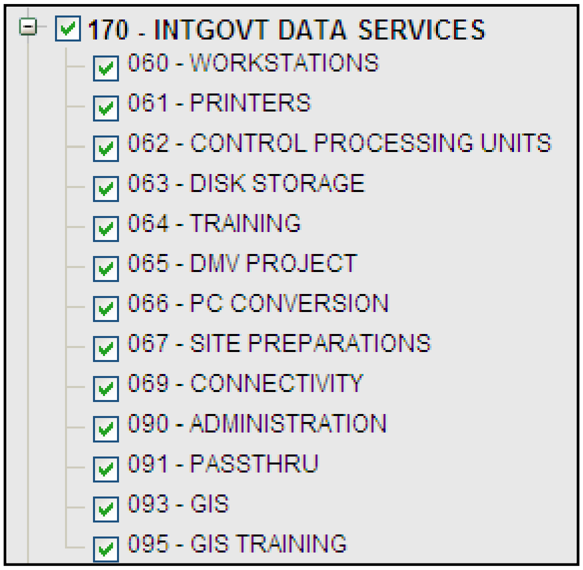


Start-Up TIP
If any of the drop-down menus fail to show expected choices, you may need to have your ***Security*** settings adjusted.

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

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

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



- Click on ⊟ to collapse the listing.

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

6. Click View Mode to leave Edit Mode.

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).**

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.

Notes about the IT Project Proposal:

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

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

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

Getting Started

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

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

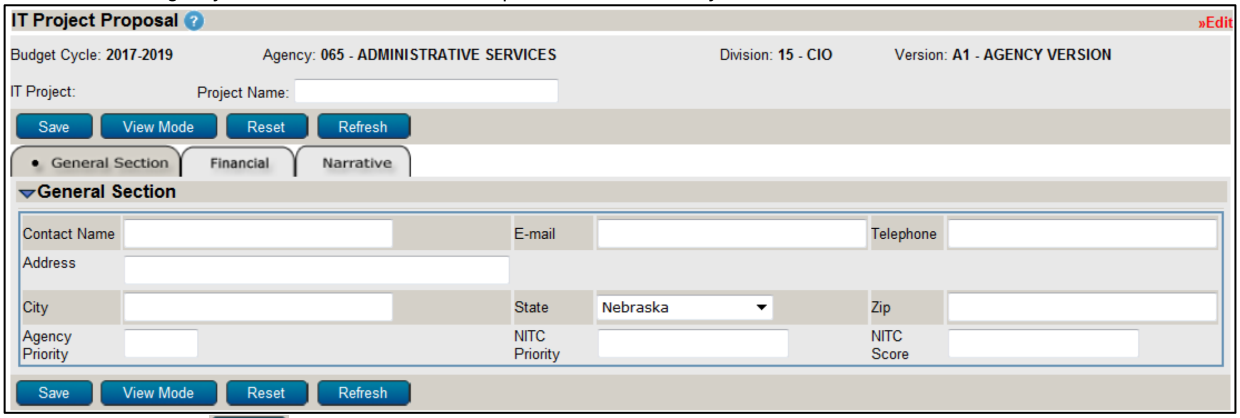
Time-Saver TIP
Set default options to avoid repetitive selections of ***Agency*** and ***Version***.

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

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

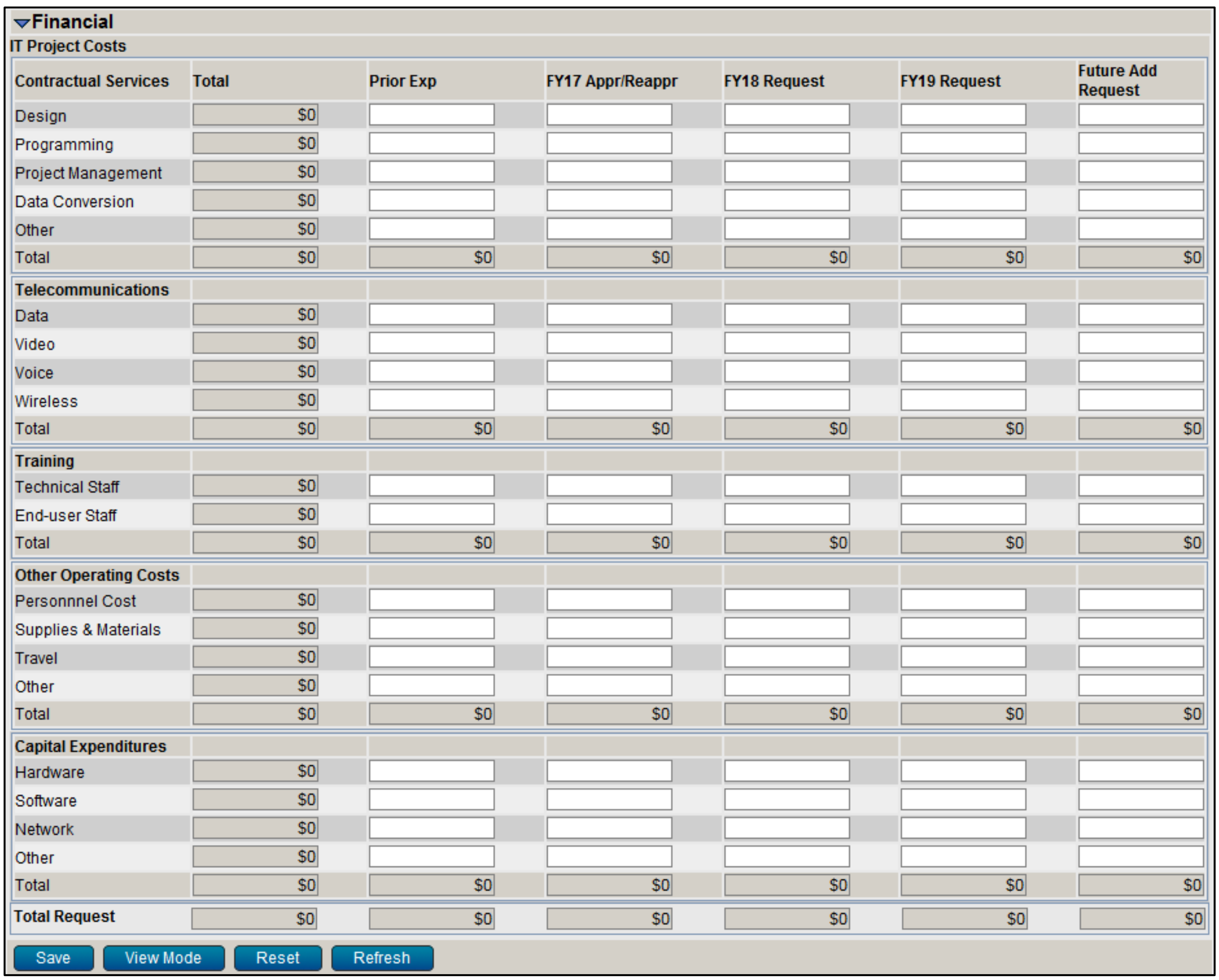
1. Select <u>*New*</u> from ***IT Project*** dropdown.
   - The system will enter NEW mode.

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.



    - 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 2016-17.
    - **<u>NOTE</u>**: This screen does **NOT** constitute an agency's request for appropriation for this project. This is completed on the ***Issue Details*** screen.
    - Click Save before continuing on to the Narrative tab.



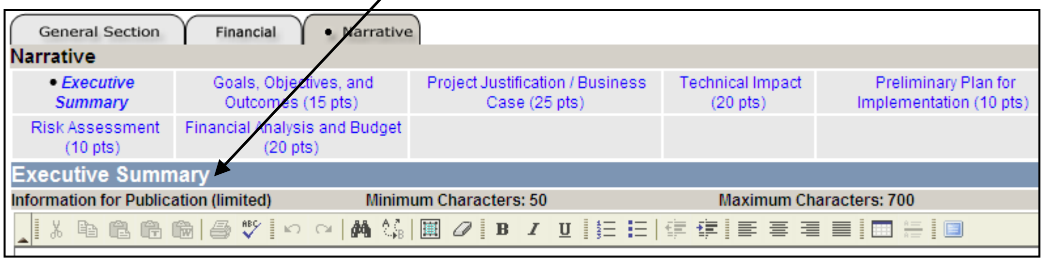
Financial

IT Project Costs

Contractual Services	Total	Prior Exp	FY17 Appr/Reappr	FY18 Request	FY19 Request	Future Add Request
Design	$0					
Programming	$0					
Project Management	$0					
Data Conversion	$0					
Other	$0					
Total	$0	$0	$0	$0	$0	$0
Telecommunications						
Data	$0					
Video	$0					
Voice	$0					
Wireless	$0					
Total	$0	$0	$0	$0	$0	$0
Training						
Technical Staff	$0					
End-user Staff	$0					
Total	$0	$0	$0	$0	$0	$0
Other Operating Costs						
Personnnel Cost	$0					
Supplies & Materials	$0					
Travel	$0					
Other	$0					
Total	$0	$0	$0	$0	$0	$0
Capital Expenditures						
Hardware	$0					
Software	$0					
Network	$0					
Other	$0					
Total	$0	$0	$0	$0	$0	$0
Total Request	$0	$0	$0	$0	$0	$0

4. Click on the project's ***Narrative*** tab to enter narrative information about the IT Project. See the Narrative Content section below for content guidelines on each tab.
   - The narrative tab currently selected appears in the **information bar**.
   - Narrative tabs with two edit windows are limited to a minimum and maximum number of characters which is pre-defined based on the screen. Text in the limited edit windows should be viewed as a summary of what is presented in the second, unlimited 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 (i.e., **Maximize the Editor Size)** button simply toggles you back and forth from full-screen editor mode to the normal screen.
   - **Copy & Paste** text into the edit windows using either the Ctrl-C and Ctrl-V features (i.e., pressing the Control key & the V key at the same time) or the buttons on the left side of the edit window's button bar. To provide consistent formatting, a standard font style and size will be applied upon clicking Save.
   - **Attach supporting files** (e.g., 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 – 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.

Purpose

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

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

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

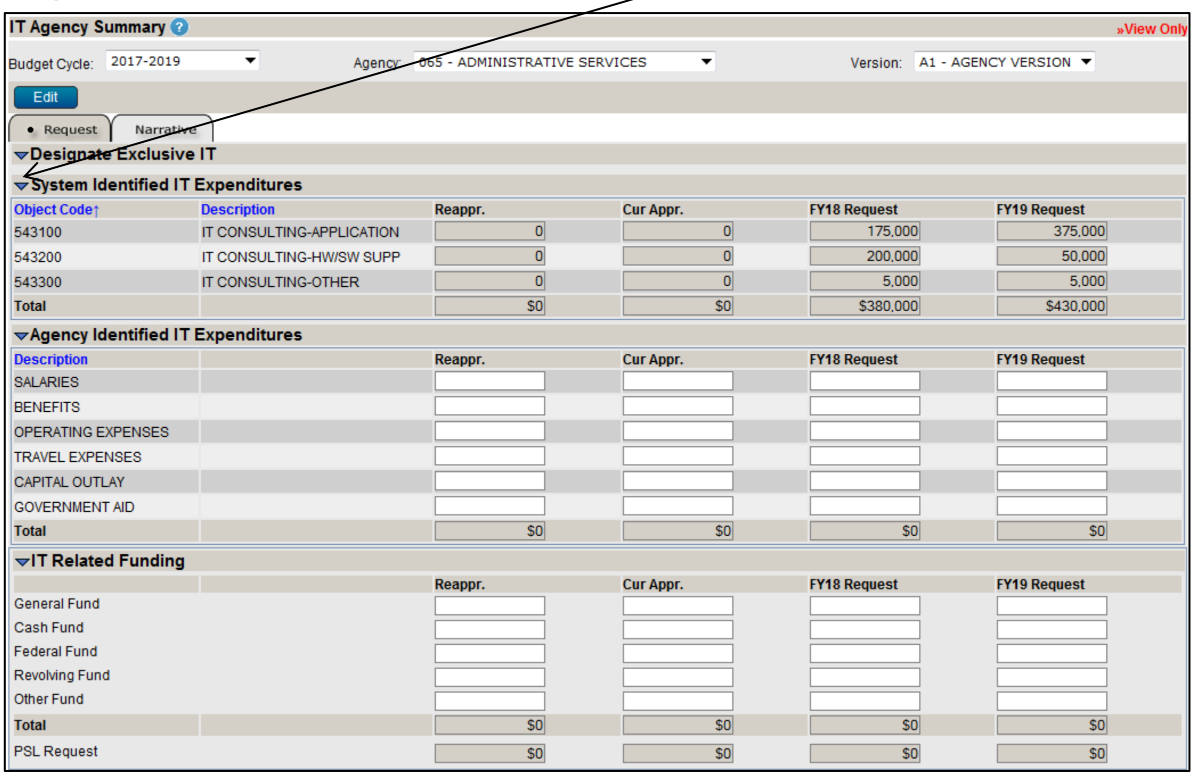
Getting Started

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

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

> **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.

Request Tab



IT Agency Summary »View Only

Budget Cycle: 2017-2019 Agency: 065 - ADMINISTRATIVE SERVICES Version: A1 - AGENCY VERSION

Edit

Request | Narrative

Designate Exclusive IT

System Identified IT Expenditures

Object Code	Description	Reappr.	Cur Appr.	FY18 Request	FY19 Request
543100	IT CONSULTING-APPLICATION	0	0	175,000	375,000
543200	IT CONSULTING-HW/SW SUPP	0	0	200,000	50,000
543300	IT CONSULTING-OTHER	0	0	5,000	5,000
Total		$0	$0	$380,000	$430,000

Agency Identified IT Expenditures

Description		Reappr.	Cur Appr.	FY18 Request	FY19 Request
SALARIES					
BENEFITS					
OPERATING EXPENSES					
TRAVEL EXPENSES					
CAPITAL OUTLAY					
GOVERNMENT AID					
Total		$0	$0	$0	$0

IT Related Funding

		Reappr.	Cur Appr.	FY18 Request	FY19 Request
General Fund					
Cash Fund					
Federal Fund					
Revolving Fund					
Other Fund					
Total		$0	$0	$0	$0
PSL Request		$0	$0	$0	$0

Designated Exclusive IT

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

- These are set on the **"Agency IT Set-Up"** screen.
- 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 Edit to begin entering agency identified IT related expenditures at the Major Account level for each column, if necessary, along with the estimated funding amounts by fund type.

Edit

Request | Narrative

▷ Designate Exclusive IT

▷ System Identified IT Expenditures

▽ Agency Identified IT Expenditures

Description		Reappr.	Cur Appr.	FY18 Request	FY19 Request
SALARIES					
BENEFITS					
OPERATING EXPENSES					
TRAVEL EXPENSES					
CAPITAL OUTLAY					
GOVERNMENT AID					
Total		$0	$0	$0	$0

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

IT Related Funding

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

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

▽ IT Related Funding

		Reappr.	Cur Appr.	FY18 Request	FY19 Request
General Fund					
Cash Fund					
Federal Fund					
Revolving Fund					
Other Fund					
Total		$0	$0	$0	$0
PSL Request		$0	$0	$0	$0

Variance

		Reappr.	Curr Appr.	FY18 Request	FY19 Request
Total Expenditures		$0	$0	$0	$0
Total Funding		$0	$0	$0	$0
Variance		$0	$0	$0	$0

2. Any variance in funding relative to the amount of expenditures will be shown in red. These should be corrected before the budget request is submitted.
3. Click Save to commit the data entered to the database. Click View Mode to leave Edit Mode before continuing on to the Narrative tab.

Narrative Tab

In prior budget submissions the Narrative tab was used to attach the **Agency IT Plan**. The Office of the Chief Information Officer is developing new web-based form that agencies will use to submit their IT Plans. Therefore, there is no Narrative or attachment required to be included in the budget submission.

SECTION V

Agency Administrator / Request Submission

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:

Administration

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

Support Tables

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

Manage Support Tables - Agencies

Budget Cycle 2017-2019

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

Show Actives Only

Description	Code↑	Short Desc.	Who Last Updated	When Last Updated	Active
LEGISLATIVE COUNCIL	003	LEGISLATURE	GBush	May 3, 2016	☑
SUPREME COURT	005	SUPREME COURT	GBush	May 3, 2016	☑
GOVERNOR	007	GOVERNOR	GBush	May 3, 2016	☑
LIEUTENANT GOVERNOR	008	LT. GOVERNOR	GBush	May 3, 2016	☑
SECRETARY OF STATE	009	SECRETARY OF STATE	GBush	May 3, 2016	☑

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

Tab Descriptions

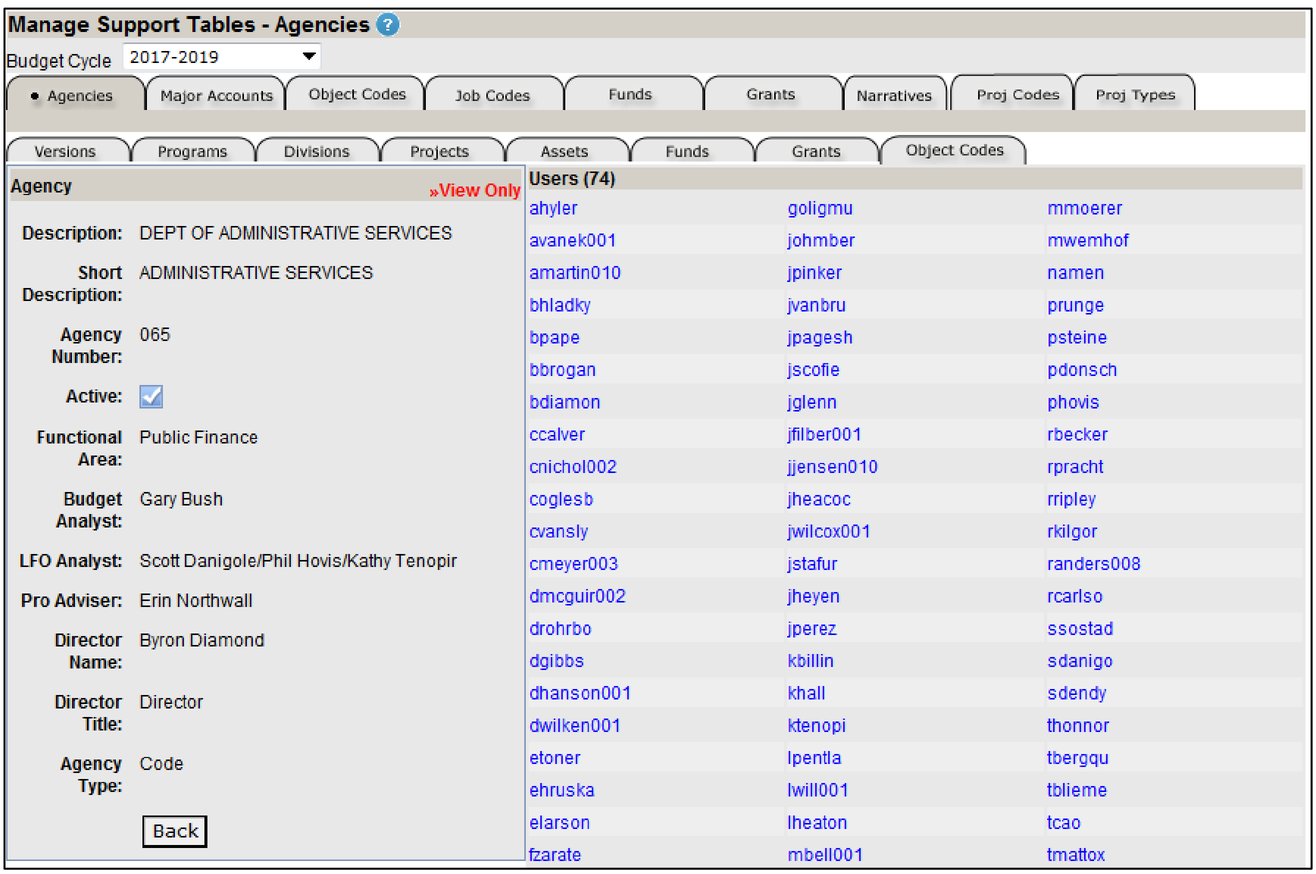
- **Agencies:** Shows all agencies that the Agency Administrator has security to manage. Additional tabs will appear once an agency has been selected.
- **Major Accounts:** Shows a listing of the Major Account filters established in the system. This is an informational tab only.
- **Object Codes:** A 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.

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**: 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.



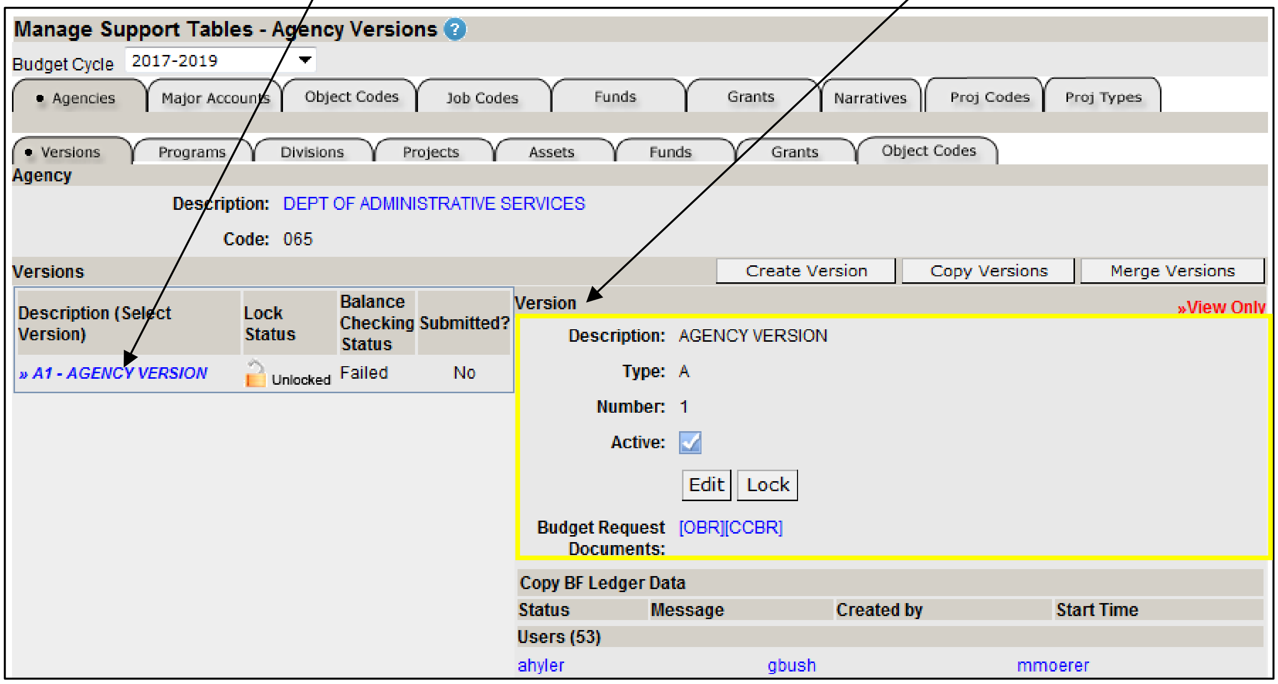
- ***Agency** section* has general information about the agency. This information will be used in reports for identification purposes. Changes to this section can be made by the State Budget Division only.
- ***Users** section* shows all users that have been granted access to the agency.
  - By pointing 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 - 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.



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

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

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

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

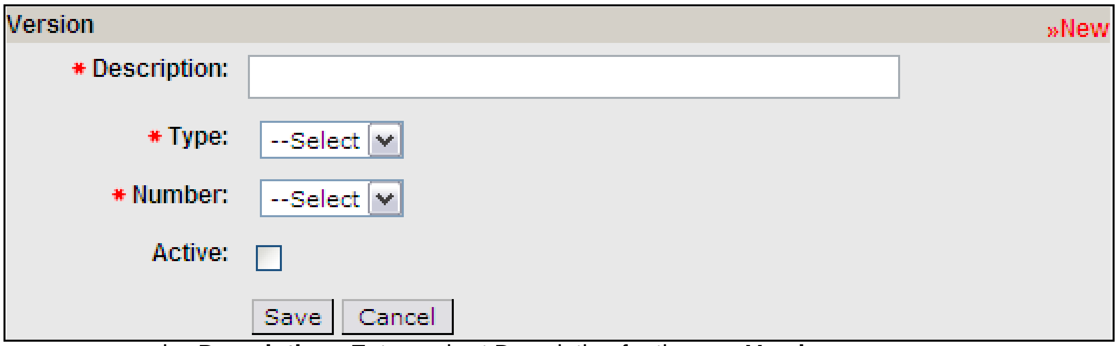
v. All users that have been granted access to the **Version** will be shown.
   - By pointing the mouse over a user ID, the user's full name can be seen.
   - Clicking on the ID takes the Agency Administrator to the Security screen for that user.

Create Version

Allows creation of a new **Version**. When a **Version** is created, the User who created the **Version** will automatically have the new **Version** assigned to 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 Create Version will cause a new section to appear on the screen.



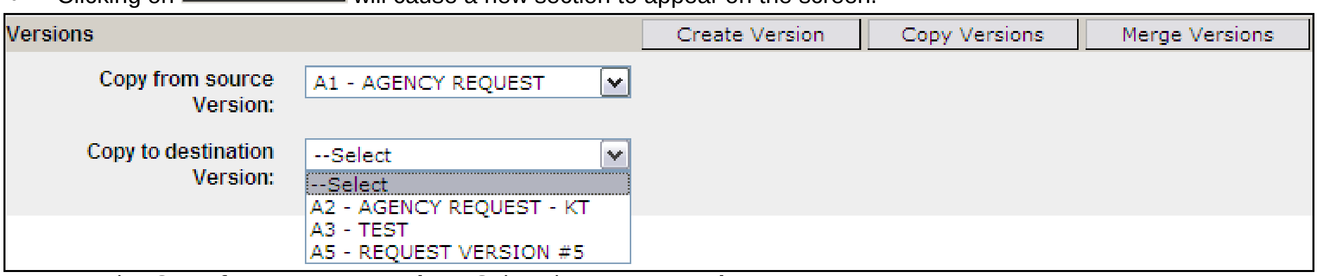
   i. **Description**: Enter a short Description for the new **Version**.
   ii. **Type**: Select 'A'. This represents an agency request distinct from version numbers assigned for Budget Division use.
   iii. **Number**: Select a number for the **Version**. Up to 9 Versions may be created.
   iv. **Active**: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

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

Copy Version

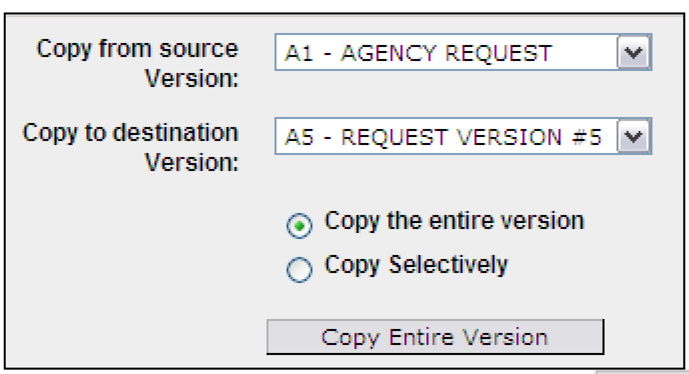
Data copied will overwrite existing data on the destination **Version**. This will cause data loss. Use Merge functionality to preserve data on the destination **Version**.

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



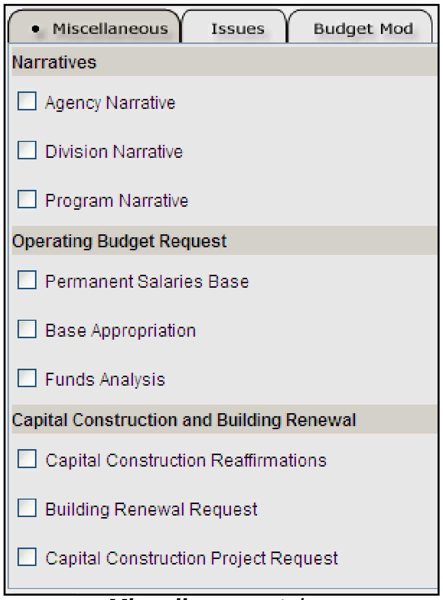
   i. **Copy from source Version:** Select the source **Version**.
   ii. **Copy to destination Version:** Select destination **Version**.
      - Only **Versions** currently assigned will appear.
      - Locked **Version** will not appear on the list.

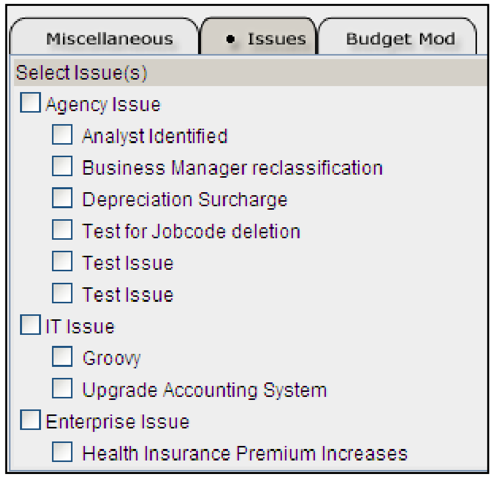
- After selecting the destination **Version**, there will be two options: *Copy the entire Version* and *Copy Selectively*.

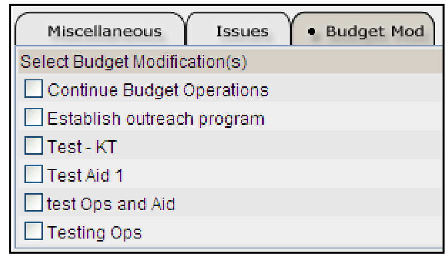


- Selecting ***Copy the entire Version*** and clicking on Copy Entire Version will copy the entire **Version** to the destination Version.

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







***Miscellaneous** tab*

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

***Issues** tab* – selections are allowed for:

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

***Budget Mod** tab* – selections are allowed for:

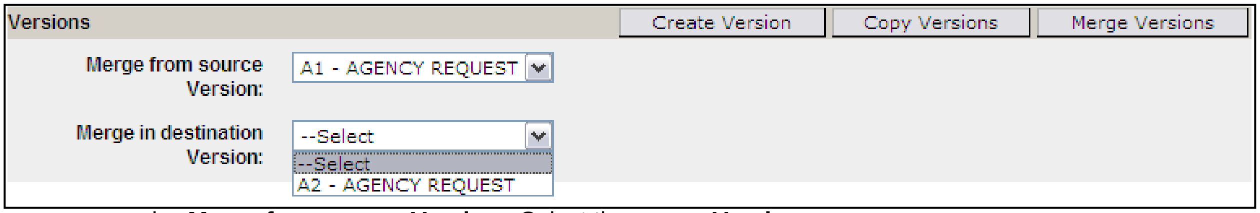
   i. Select any specific Modification to be copied by checking that Modification Name.
   ii. Under each tab, check the information to be copied to the destination **Version**.
   iii. Selection of multiple Modifications to copy.

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

Merge Version

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

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



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

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

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

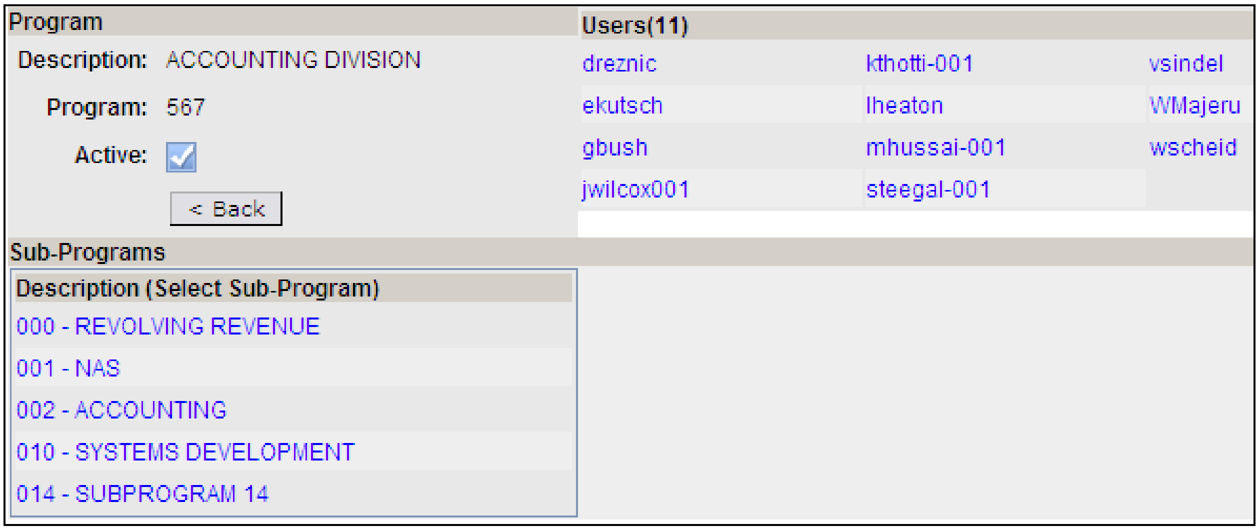
- After selecting the desired tab, select one or more items in the list.
- Click on Merge. This will Merge the selected item(s) to the destination **Version**.
- NOTE: All checked items on all tabs will be merged when the Merge button is clicked.

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

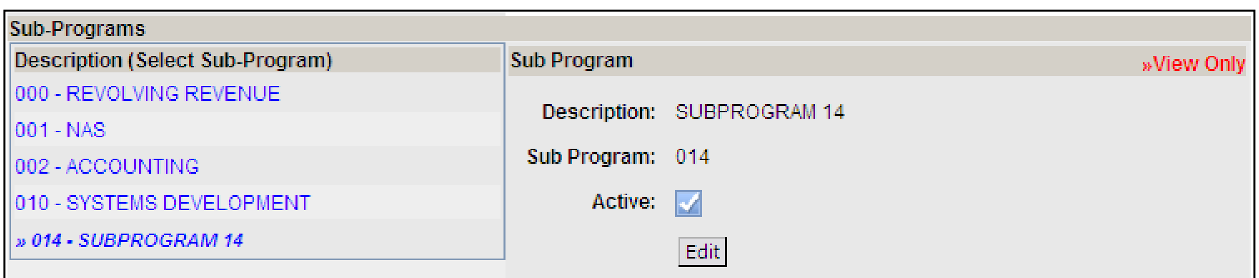
Clicking on a specific **Program** will cause a new section to appear on the screen.



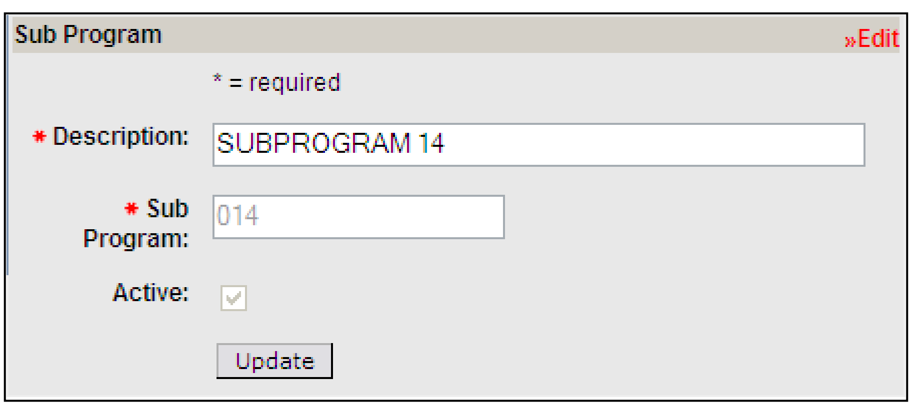
- A list of users currently assigned to the **Program** is shown.
- A list of **Subprograms** is provided.
- Clicking on < Back will return the user to the **Program** selection screen.

Specific Subprogram

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

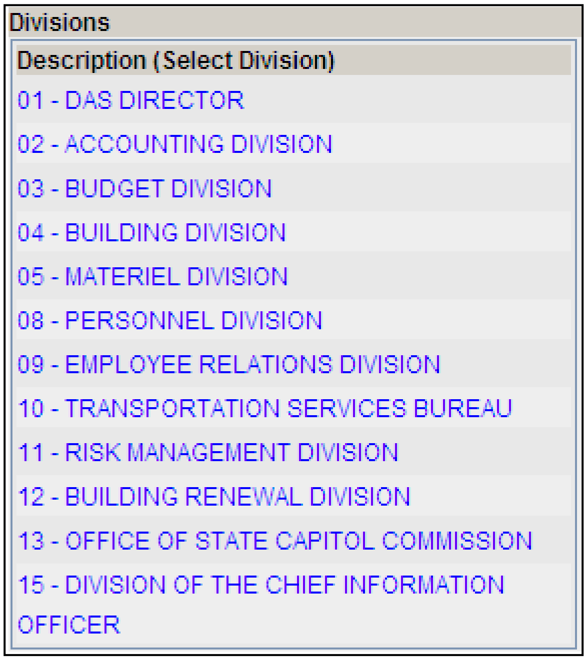


- Clicking on Edit will allow the user to update Subprogram description.
- Only the Description may be changed.
- Clicking on Update will save any changes and return user to ***View Only*** mode.



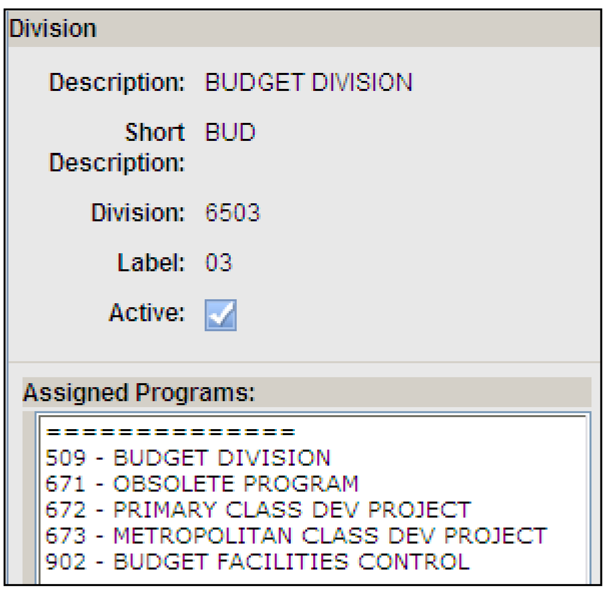
Agency - Divisions

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**.



Specific Division

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



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

Agency - Projects

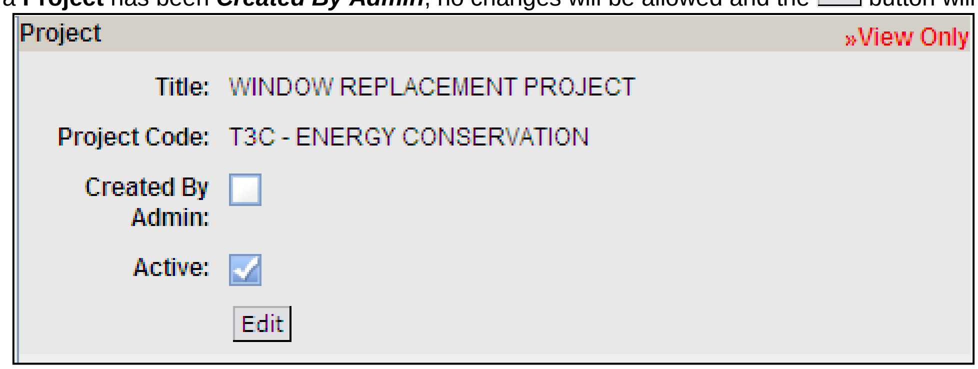
This tab contains information about the **Building Renewal Projects** set up for the agency. There are a number of predefined **Projects** identified by the 309 Task Force. Additionally, an agency can create **Projects** that are usable for the Agency.

Specific Project

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

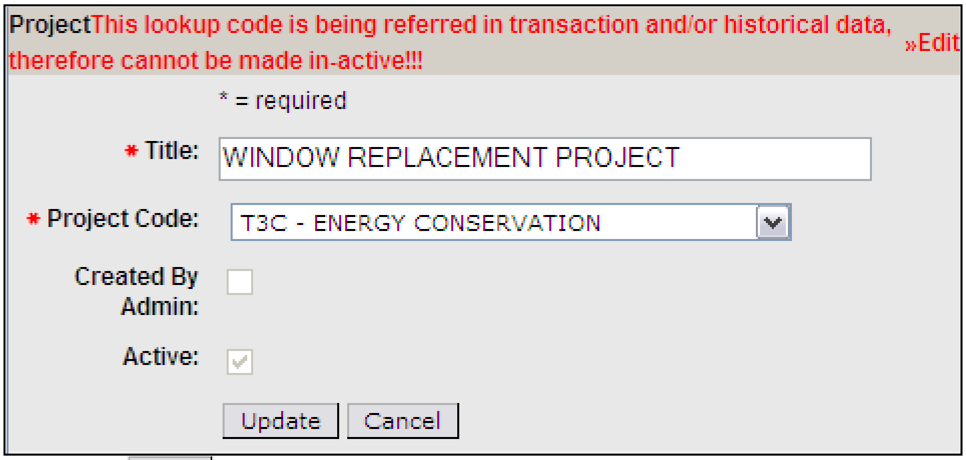
Clicking on a specific **Project** will cause a new section to appear on the screen.

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



Agency Created Project

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

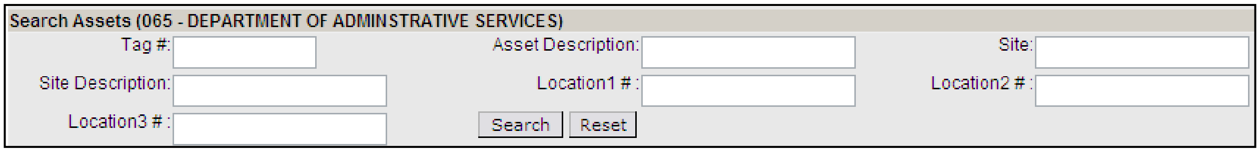


- Clicking on Update will save any changes and return user to ***View Only*** mode.
- Clicking on Cancel will not save any changes and return user to ***View Only*** mode.

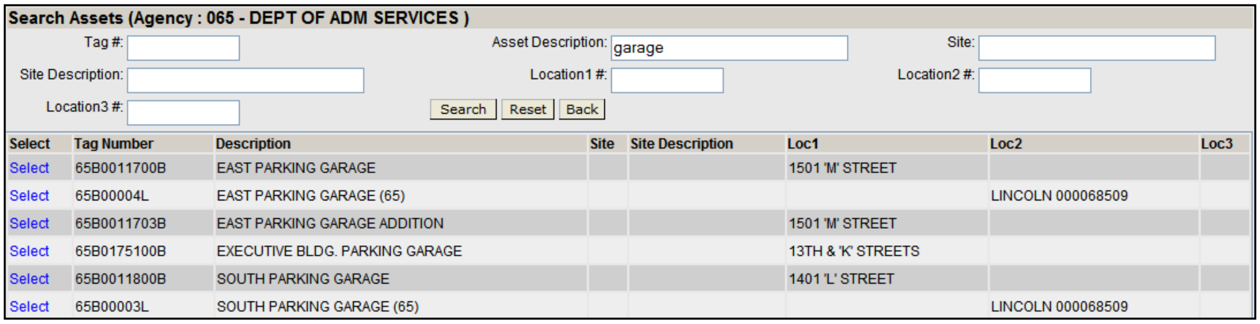
Agency - Assets

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.



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

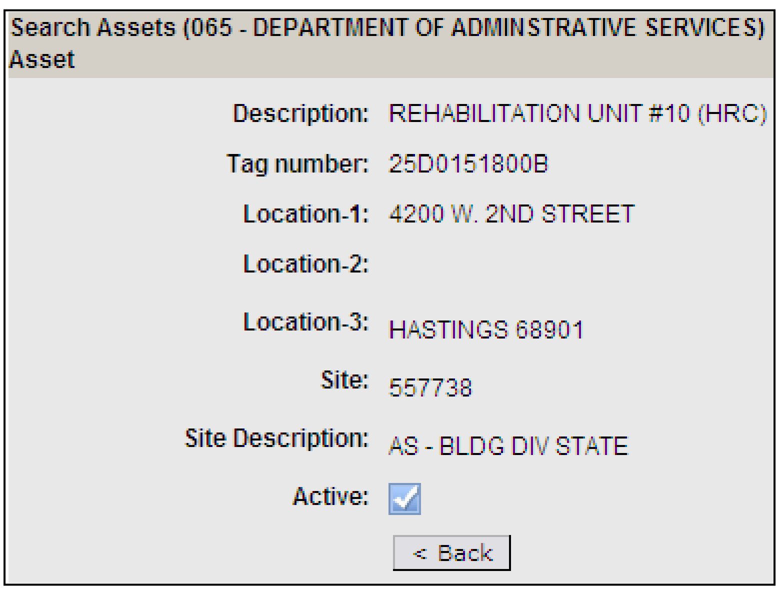


Select	Tag Number	Description	Site	Site Description	Loc1	Loc2	Loc3
Select	65B0011700B	EAST PARKING GARAGE			1501 'M' STREET		
Select	65B00004L	EAST PARKING GARAGE (65)				LINCOLN 000068509	
Select	65B0011703B	EAST PARKING GARAGE ADDITION			1501 'M' STREET		
Select	65B0175100B	EXECUTIVE BLDG. PARKING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

Specific Asset

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

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

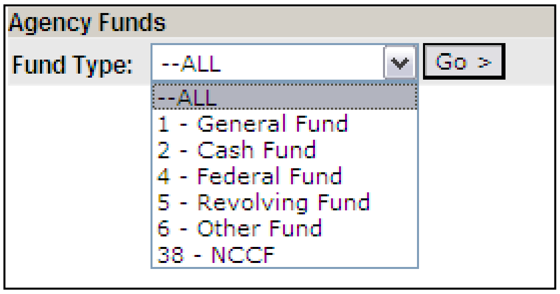


Agency - Funds

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.

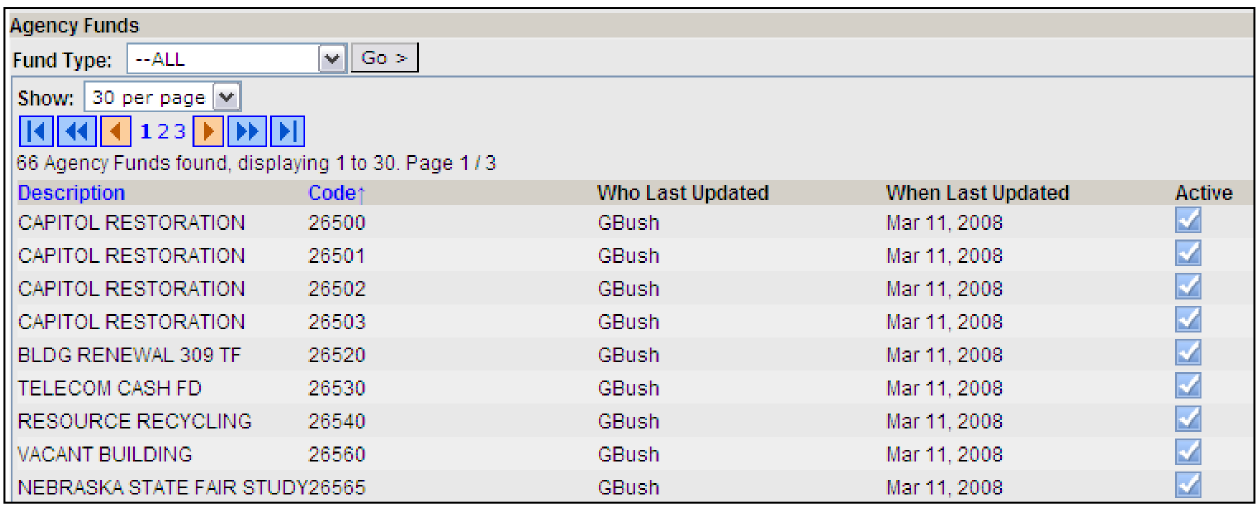


Agency Funds

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.



Description	Code↑	Who Last Updated	When Last Updated	Active
CAPITOL RESTORATION	26500	GBush	Mar 11, 2008	✓
CAPITOL RESTORATION	26501	GBush	Mar 11, 2008	✓
CAPITOL RESTORATION	26502	GBush	Mar 11, 2008	✓
CAPITOL RESTORATION	26503	GBush	Mar 11, 2008	✓
BLDG RENEWAL 309 TF	26520	GBush	Mar 11, 2008	✓
TELECOM CASH FD	26530	GBush	Mar 11, 2008	✓
RESOURCE RECYCLING	26540	GBush	Mar 11, 2008	✓
VACANT BUILDING	26560	GBush	Mar 11, 2008	✓
NEBRASKA STATE FAIR STUDY	26565	GBush	Mar 11, 2008	✓

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

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

1 2 3

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

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

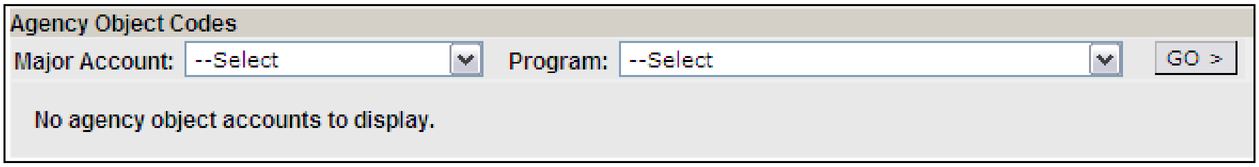
- User may change how many lines are displayed by select 30, 60 or 90 per page.
- User may sort by Description or by Code in either ascending or descending order.

Agency - Object Codes

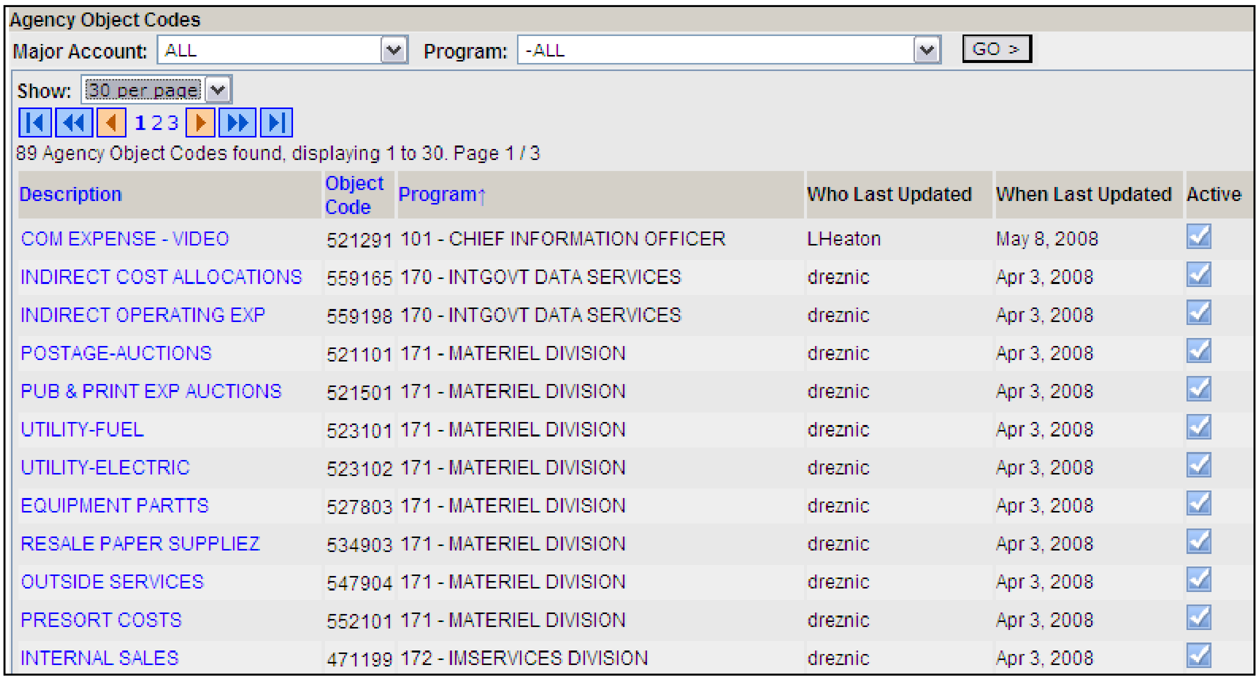
This tab contains information about the unique program-level object codes that an agency has set up in the state accounting system (typically ending in something other than “00” but there are instances of universal object codes ending in “01” through “99” as well). These codes are known in the NBRRS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

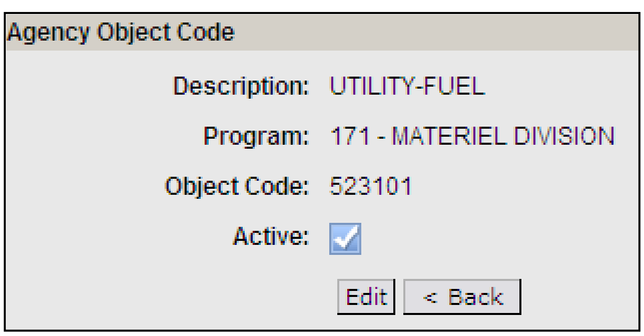


- User may select ALL for both.
- To narrow the search, be more specific on the **Major Account** and/or **Program**.
- After making the search selection, Click GO >.

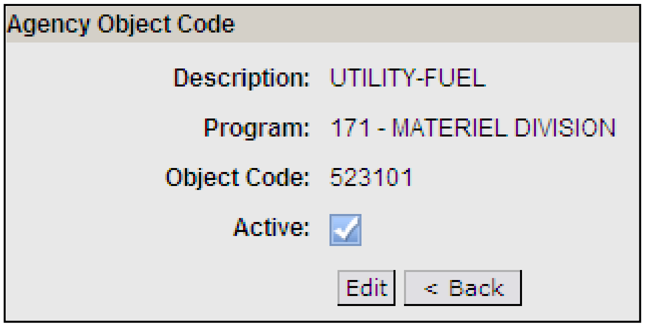


Description	Object Code	Program↑	Who Last Updated	When Last Updated	Active
COM EXPENSE - VIDEO	521291	101 - CHIEF INFORMATION OFFICER	LHeaton	May 8, 2008	✓
INDIRECT COST ALLOCATIONS	559165	170 - INTGOVT DATA SERVICES	dreznic	Apr 3, 2008	✓
INDIRECT OPERATING EXP	559198	170 - INTGOVT DATA SERVICES	dreznic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

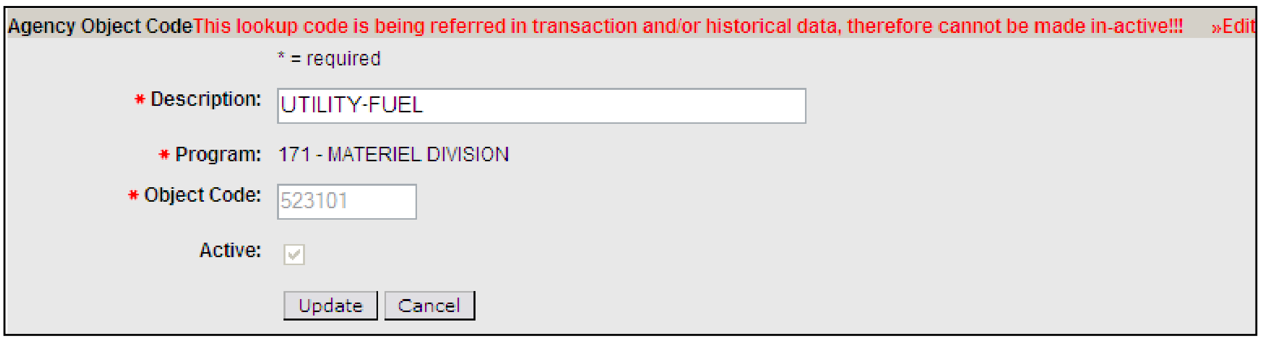
- To change the Description for a specific Code and Program, click on the description.
- A new screen will appear:



- Click Edit.
- 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



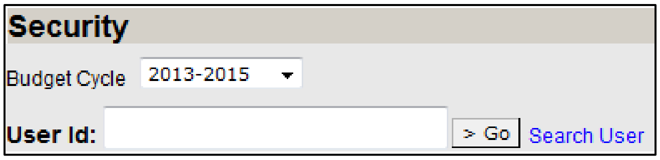
(i.e. “523100” in the example above).
- Clicking on Update will save any changes and return user to ***View Only*** mode.
- Clicking on Cancel will not save any changes and return user to ***View Only*** mode.



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

Security

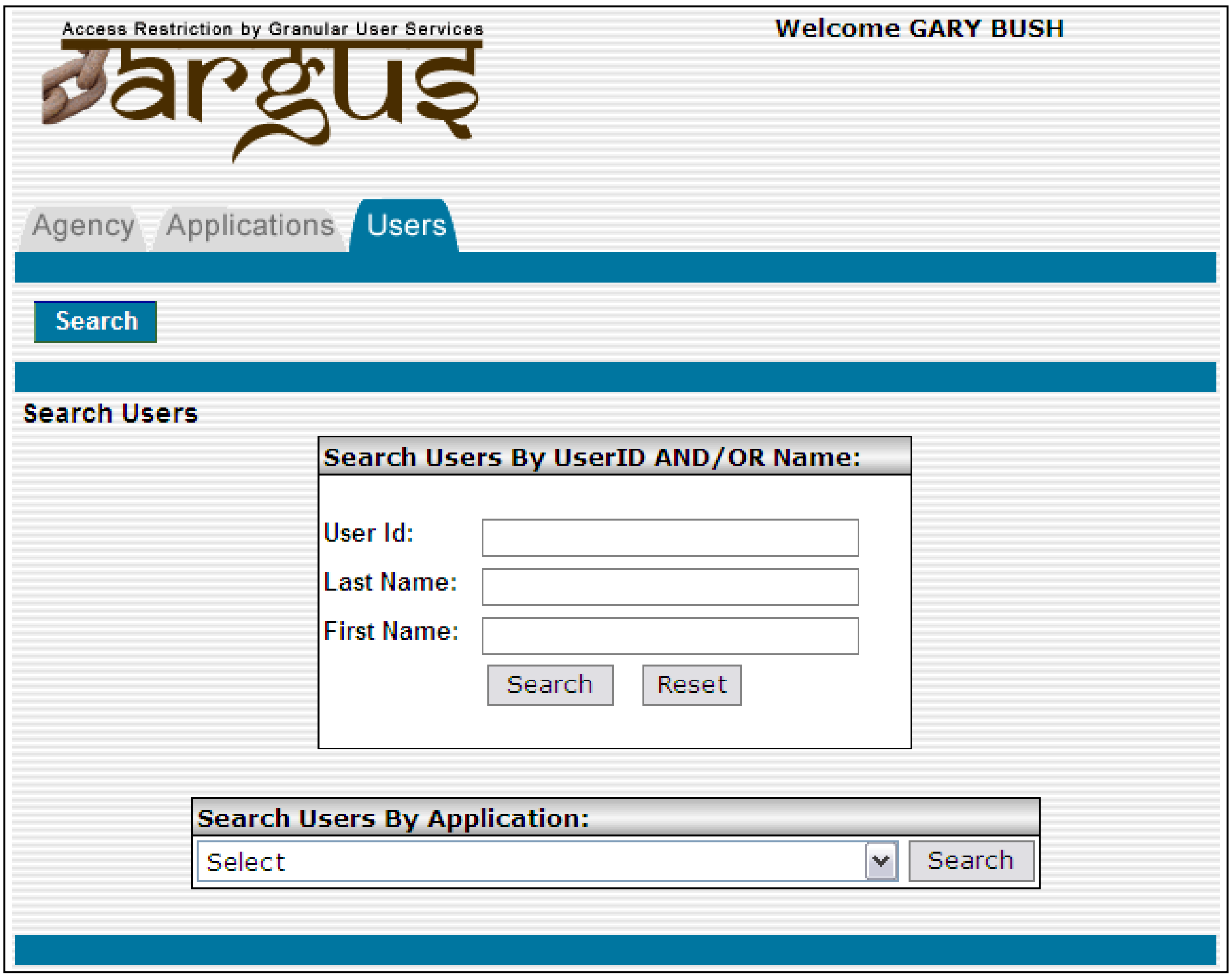
Security allows an Agency Administrator to assign other users to Agencies, Programs and Versions.
NOTE: Only Agencies, Programs and Versions currently assigned to the Agency Administrator can be assigned to other users.



Searching for a User

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

- Click on Search User to open a new window.
  - ➢ This database is maintained by the Office of the CIO. Any request for changes should be addressed to the OCIO.



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

- Click on Search to search and display the results

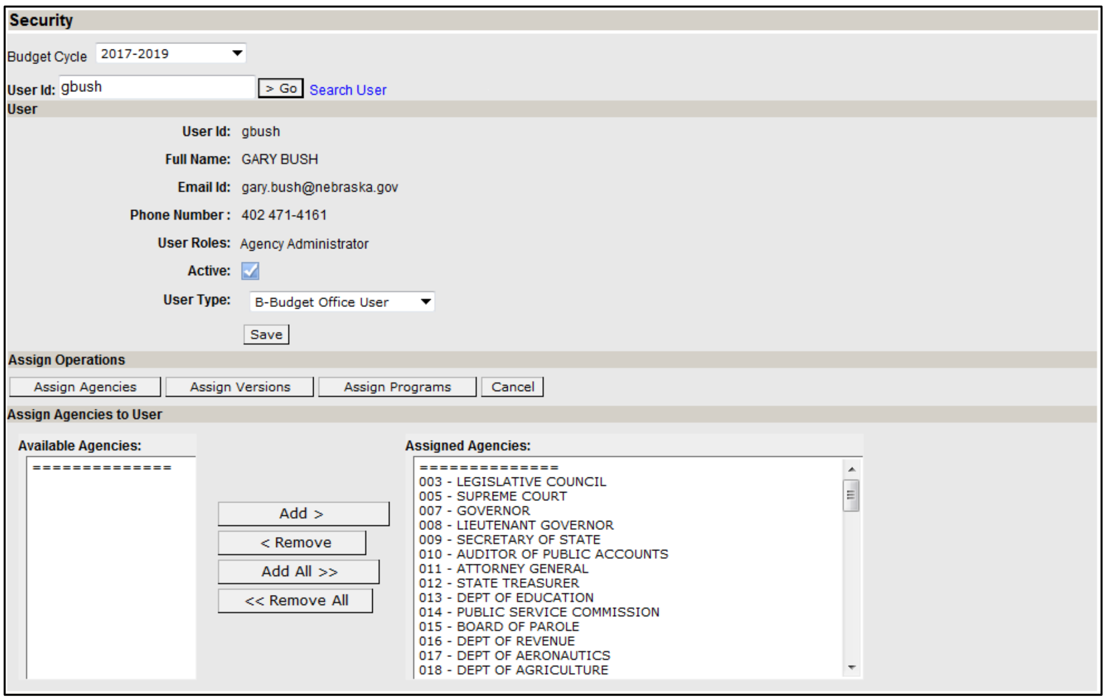
#	User ID	Last Name	First Name	Phone Number	Email	Agency Name	Company Name
1	ABush	BUSH	AARON			UNKNOWN	
2	ABush003	BUSH	AARON			College System, Nebraska State	
3	BBushaw	BUSHAW	BART	402 595-3012	bart.bushaw@nebraska.gov	Labor, Department of	
4	DBush	BUSH	DAVID			UNKNOWN	
5	GBush	BUSH	GARY	402 471-4161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

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

Working with a User ID

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

- Select **Budget Cycle**: The default will be the current budget cycle.
- Enter **User ID**.
- Clicking GO > will update the screen with additional information.



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

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

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

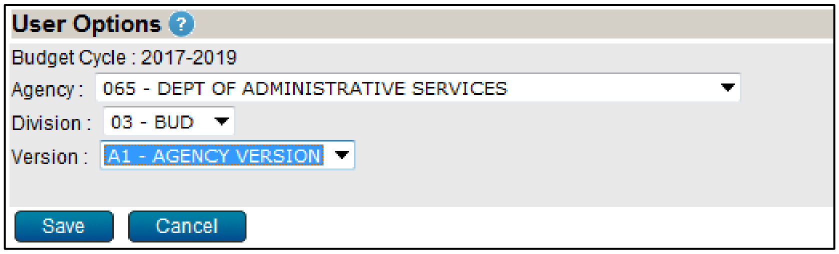
Caution:

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

User Options

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

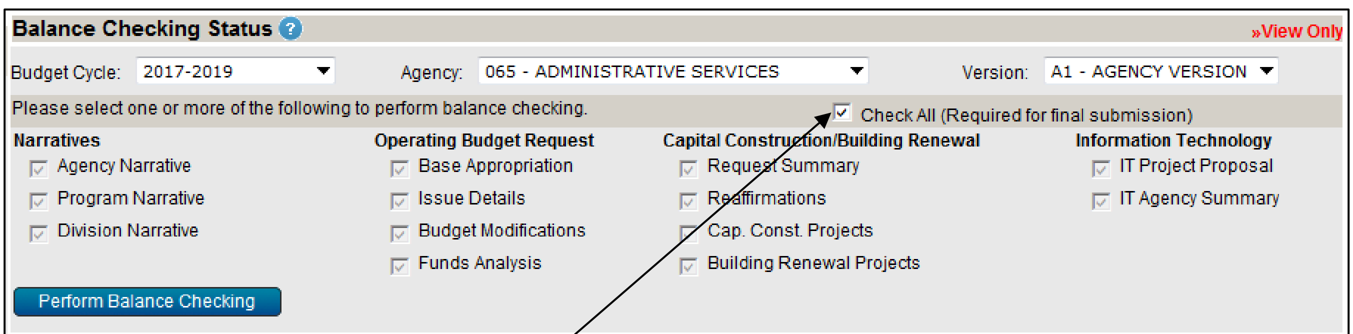
- Select Agency from a list of Agencies assigned.
- Select Division, if applicable.
- Select Version from list of Versions assigned.
- Click Save.



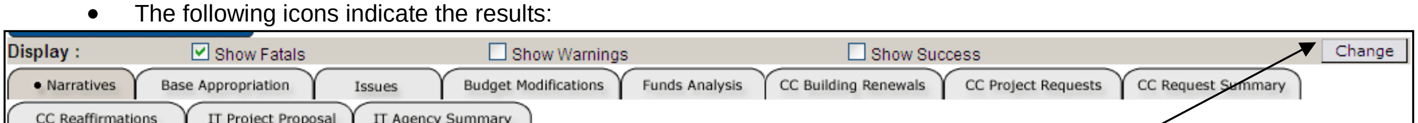
Balance Checking

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

- Select Agency and Version as needed.



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

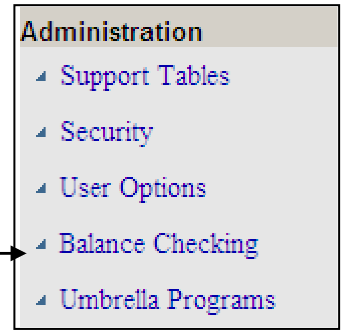


  - **Fatal.** Corrective action required.
  - **Passed.** No further action required.
  - **Warning.** No Corrective action required but review of item should be completed prior to submission.
- Select tabs to see results.
- By default, results are limited to Fatal results. The user may expand or limit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

See separate instructions on how to submit your budget request.

Purpose

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



Getting Started

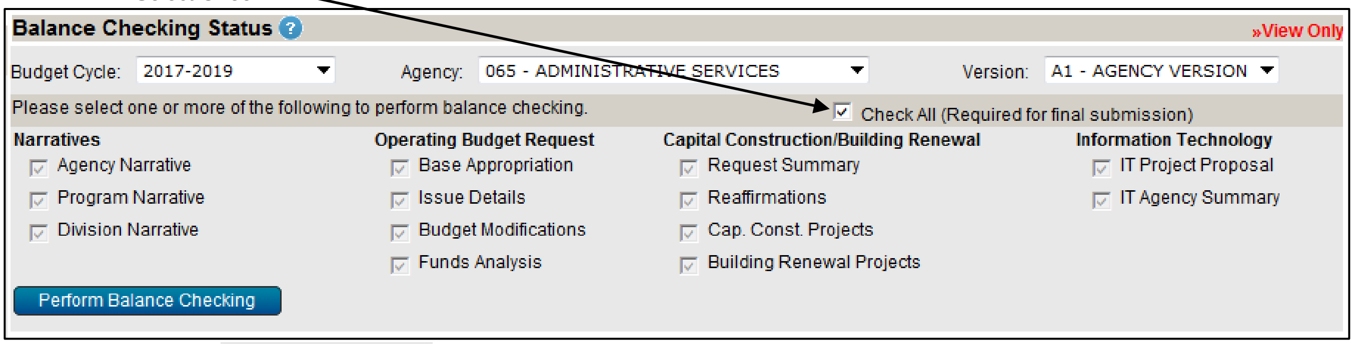
The process for submitting an agency's budget has two steps:

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

<u>Verify the Request</u>

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

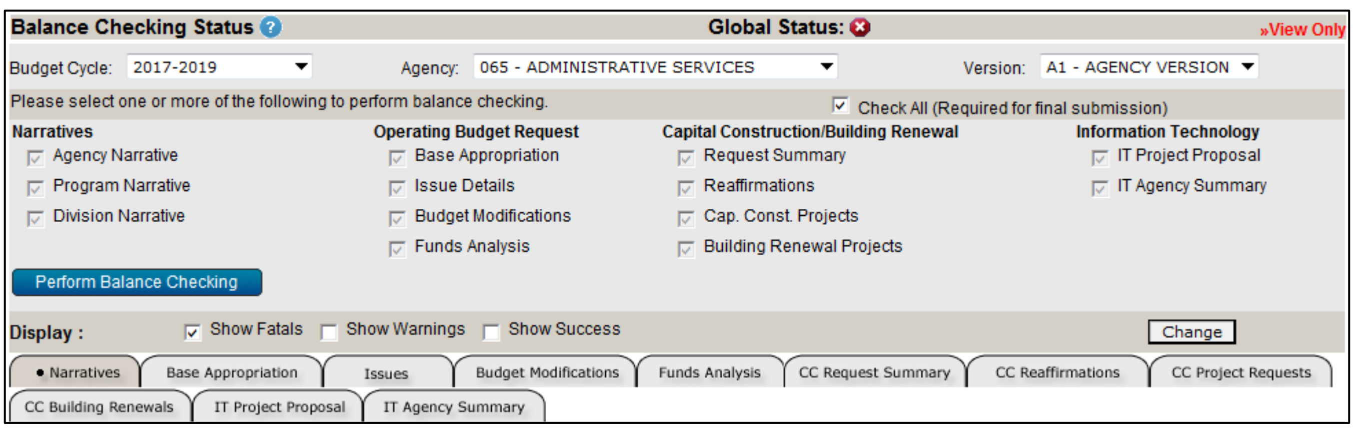
- ***Budget Cycle*** defaults to the current cycle.
- Select ***Agency*** and ***Version*** from the options that have been assigned to you.
- Select **Check All**.



- Click on Perform Balance Checking to initiate the balance checking process.

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

<u>Note:</u> **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.

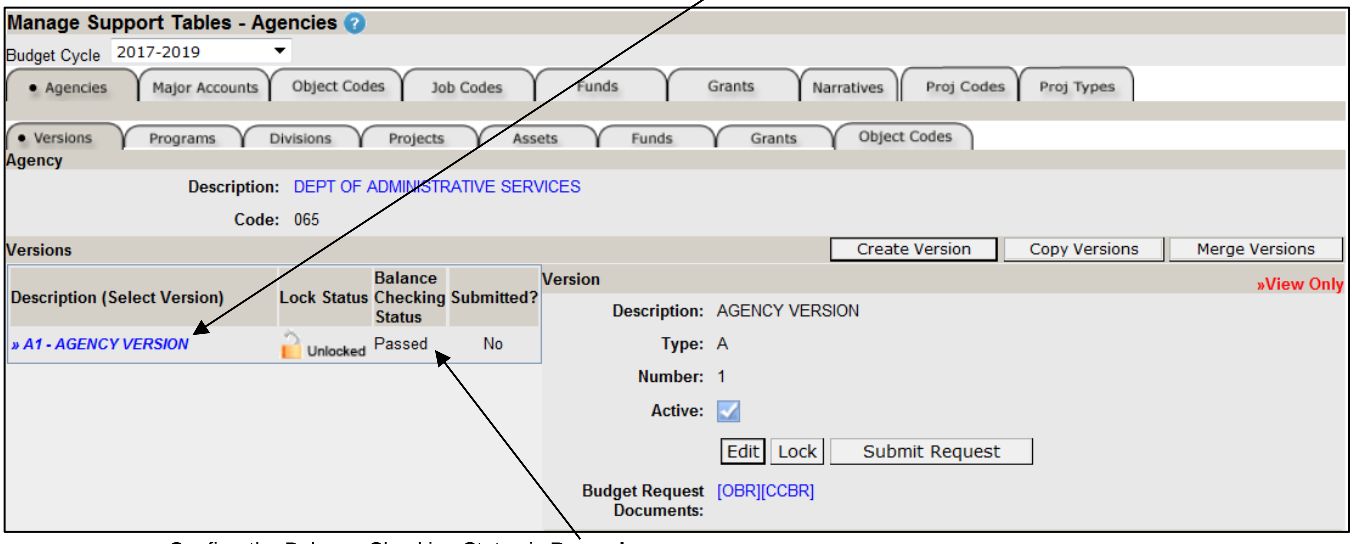


- Click on each tab to see the results of the specific area. All must be resolved for the **Global Status** to turn green.

Submit the Request

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

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



- Confirm the Balance Checking Status is **Passed**.
- 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.

Appendices

PROJECTED RATES

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

Department of Administrative Services and Office of the Chief Information Officer have scrutinized the cost of providing services to state agencies, boards and commissions. All divisions have been advised to hold the line on costs and increase efficiencies in order to deliver quality services in the most cost effective manner. Each division has developed projected rates for the next biennium by analyzing historical information and incorporating future trends and projects that impact rates. Every attempt will be made to maintain the projected rates identified in this appendix. However, the possibility exists for reductions or increases to these rates based on cost changes or market factors.

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

Account 511100 **Permanent Salaries:**
This line should reflect a consolidation of all expenditures for salaries and leave. State agencies, boards and commissions should use the Enterprise Issue "2017-2019 Employee Salary Increase" as a placeholder to estimate the cost of employee salary increases equivalent to 2.4% each July 1st for FY 2017-18 and FY 2018-19. The Governor and Legislature will determine appropriation levels during the budget process that will take into consideration any agreements reached during the collective bargaining process.

Account 515100 **Retirement:**

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

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

	FY 2017	FY 2018	FY 2019
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.

	FY 2017	FY 2018	FY 2019
FICA Maximum Wage	$ 118,500	$ 126,300	$ 133,200
Maximum Rate	7.65%	7.65%	7.65%
Medicare Surcharge on Wage above Maximum	1.45%	1.45%	1.45%

Account 515400 **Life Insurance:**

Life insurance is contracted and should be computed by multiplying the rate below by the number of permanent employees enrolled in the life insurance program.

FY 2017	FY 2018	FY 2019
$ 11.52	$ 11.52	$ 11.52

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 "2017-2019 Employee Health Insurance" as a placeholder to estimate the cost to the agency for employee health insurance with an increase equivalent to 8.0% each July 1st for FY 2017-18 and FY 2018-19. The Governor and the Legislature will determine appropriation levels that will take into consideration health insurance plan changes and cost estimates for FY 2017-18 and FY 2018-19.

Account 516300 **Employee Assistance Program:**

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

FY 2017	FY 2018	FY 2019
$ 12.00	$ 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 Division of Risk Management at (402) 471-2551.

Agency	Agency Name	FY 2017	FY 2018	FY 2019
003	Legislative Council	122,051	118,893	118,893
005	Supreme Court	446,710	519,841	519,841
007	Governor/PRO	11,732	10,465	10,465
008	Lieutenant Governor	862	766	766
009	Secretary of State	16,546	16,223	16,223
010	Auditor of Public Accounts	26,650	24,623	24,623
011	Attorney General	59,790	57,733	57,733
012	State Treasurer	20,561	19,802	19,802
013	Dept. of Education	242,939	248,536	248,536
014	Public Service Comm.	28,041	28,586	28,586
015	Board of Parole	5,790	5,760	5,760
016	Dept. of Revenue	187,561	168,135	168,135
017	Dept. of Aeronautics	12,974	10,986	10,986
018	Dept. of Agriculture	79,253	74,661	74,661
019	Dept. of Banking	38,504	37,473	37,473
021	State Fire Marshal	36,171	30,599	30,599
022	Dept. of Insurance	59,163	55,653	55,653
023	Dept. of Labor	157,591	151,967	151,967
024	Dept. of Motor Vehicles	86,152	75,666	75,666
025	Dept. of Health & Human Services	4,246,687	3,892,092	3,892,092
027	Dept. of Roads	1,878,666	1,935,786	1,935,786
028	Dept. of Veterans' Affairs	8,339	8,599	8,599
029	Dept. of Natural Resources	58,130	52,395	52,395
030	Nebraska Electrical Board	10,841	12,198	12,198
031	Military Department	76,569	72,138	72,138
032	Bd. of Educational Lands & Funds	17,477	16,349	16,349
033	Game & Parks Commission	429,623	427,746	427,746
034	Nebraska Library Commission	20,256	19,294	19,294
035	Liquor Control Commission	5,433	5,756	5,756
036	State Racing Commission	3,243	2,097	2,097
037	Workers' Compensation Court	30,789	30,891	30,891
039	Nebraska Brand Committee	28,830	27,791	27,791
040	Motor Vehicle Industry Licensing	4,277	6,003	6,003
041	Real Estate Commission	5,296	4,907	4,907

Agency	Agency Name	FY 2017	FY 2018	FY 2019
045	Board of Barber Examiners	1,125	884	884
046	Dept. of Correctional Services	1,613,139	1,631,902	1,631,902
047	Educational Telecommunications	41,397	27,997	27,997
048	Postsecondary Education	8,268	8,861	8,861
050-00	Nebraska State Colleges	9,582	13,098	13,098
050-01	Chadron State College	162,036	163,715	163,715
050-03	Peru State College	114,230	102,999	102,999
050-04	Wayne State College	223,425	229,461	229,461
051	University of Nebraska	4,311,642	3,605,518	3,605,518
053	Real Property Appraiser Board	1,077	1,344	1,344
054	State Historical Society	33,835	35,652	35,652
056	Nebraska Wheat Board	1,280	1,321	1,321
057	Oil & Gas Conservation Comm.	5,003	4,606	4,606
058	Engineers & Architects	3,113	3,118	3,118
060	Nebraska Ethanol Board	2,602	2,416	2,416
063	Board of Public Accountancy	1,692	1,662	1,662
064	Nebraska State Patrol	684,735	618,957	618,957
065	Administrative Services	340,075	292,826	292,826
066	Board of Examiners-Abstractors	230	228	228
067	Equal Opportunity Commission	11,161	10,889	10,889
068	Commission on Latino-Americans	1,235	1,168	1,168
069	Nebraska Arts Council	4,934	4,717	4,717
070	Foster Care Review	10,073	11,403	11,403
071	State Energy Office	11,879	9,074	9,074
072	Dept. of Economic Development	31,885	31,817	31,817
074	Power Review Board	1,709	1,710	1,710
075	Nebraska Investment Council	8,517	8,540	8,540
076	Comm. on Indian Affairs	1,099	1,320	1,320
077	Comm. on Industrial Relations	3,807	3,597	3,597
078	Crime Commission	20,964	21,921	21,921
081	Comm. for Blind & Visually Impaired	23,708	25,208	25,208
082	Comm. for Deaf & Hard of Hearing	4,221	4,605	4,605
084	Dept. of Environmental Quality	111,423	110,682	110,682
085	Public Employees Retirement System	23,643	23,355	23,355
086	Dry Bean Commission	332	314	314
087	Accountability & Disclosure Comm.	5,210	3,695	3,695
088	Corn Development Marketing Board	4,032	4,007	4,007
091	Nebraska Tourism Commission	4,808	5,732	5,732
092	Grain Sorghum Board	534	310	310
093	Tax Equalization & Review Comm.	5,223	5,201	5,201
094	Commission on Public Advocacy	6,982	6,663	6,663
		16,319,362	**15,212,903**	**15,212,903**

Account 521100 **Postage Expense:**

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

	FY 2017	FY 2018	FY 2019
Postage Surcharge	14.00%	14.00%	14.00%

V5.0

Account 521400 **OCIO Expense:**
The type of service required 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 two areas should collaborate to ensure proper coding on both sides, with no expense duplication. Unless otherwise indicated, all amounts are billed on a monthly basis. The projected rates are:

Service Category	Service	Unit of	FY 2017	FY 2018	FY 2019
Data Communications	Public DSL	Each		Call for Pricing	
	Core Transport Mgt (non-public DSL)	Circuit	192.00	192.00	192.00
	Multi Control Unit	Each	31.00	31.00	31.00
	State Network Senior	Hour	80.75	80.25	81.50
	Advanced Network Support	Hour	84.25	83.75	87.50
	Firewall	Each	150.00	150.00	150.00
	Network	Each	100.00	100.00	100.00
	Firewall -- Shared	Each	75.00	75.00	75.00
	Site to Site VPN	Each	150.00	150.00	150.00
	Site to Site VPN -- Shared	Each	37.50	37.50	37.50
	Webex Service	User		60.00	60.00
	Technology Fee (1)	Device	13.00	Not used	
	Technology Fee (1)	FTE/Contractor		24.63	24.63

(1) The OCIO is changing the rate structure of the Technology Fee, which has been billed in the past based upon results from an annual device survey. Effective 7/1/2017, agencies will be billed monthly based on the number of Full Time Equivalent positions, as published in the State Personnel Almanac, plus the number of Covendis contractors utilized. Included in the new rate structure are the current services provided as well as several enterprise solutions and enhanced security for the entire state. These changes will more accurately represent where time and resources are spent for the services provided.

Service Category	Service	Unit of	FY 2017	FY 2018	FY 2019
Voice / Wireless Communications	LL - Local Basic	Each		Call for Pricing	
	Toll / Rerate BC 600	Each	0.06	0.06	0.06
	LL - Toll - Toll Free	Each	0.06	0.06	0.06
	Smartphone Set Up	Each	96.00	96.00	96.00
	NVNET System	Each	16.90	16.90	16.90
	PBX Voice Mailbox	Each	4.53	4.53	4.53
	PBX - Installation	Each	10.00	10.00	10.00
	Language Line - Standard	Minute	1.00	1.00	1.00
	Language Line - Legal / Medical	Minute	1.20	1.20	1.20
	IVR - Agent Charge	Each	140.00	140.00	140.00
Application Development	Clarity Project Management	Monthly	12.00	12.00	12.00
	Application Developer	Hour	66.25	69.75	73.00
	Appl. Developer -- Co-Located	Hour	58.25	61.50	64.50
	Applications Developer / SR	Hour	77.25	80.25	81.50
	Appl. Developer / SR Co-Located	Hour	69.25	72.25	75.50
	Applications Developer / Lead	Hour	89.25	91.75	93.50
	Appl. Developer / Lead Co-Located	Hour	81.25	83.75	87.50

Service Category	Service	Unit of	FY 2017	FY 2018	FY 2019
Application Hosting	Web Hosting Hit Rate First 200K	Each	0.0040	0.0035	0.0035
	Web Hosting 200K - 1,000K Hits	Each	0.0020	0.0018	0.0018
	Web Hosting 1,000K - 4,000K Hits	Each	0.00020	0.00018	0.00018
	Web Hosting over 4,000K Hits	Each	0.00010	0.00008	0.00008
	Web Application Hosting Fee	Each	195.00	195.00	195.00
	Static Web Hosting Fee	Monthly	20.00	20.00	20.00
	SQL Server Database Hosting	Monthly	25.00	25.00	25.00
	SQL Server Database Hosting	GB	5.00	5.00	5.00
	Kronos Time Entry	User	0.87	0.85	0.85
	State Gas System	Gal	0.006	0.006	0.006
Email & Collaboration Services	Exchange Services	User/License	13.90	TBD	TBD
	Exch Services - Education	Account	10.50	TBD	TBD
	Exchange License Fee	Account	2.10	TBD	TBD
	Enterprise Cloud Suite	FTE/Contractor		TBD	TBD
Enterprise Content Management	ECM User Fee (0-500 Users)	Each	36.00	36.00	36.00
	ECM User Fee (501-1,000 Users)	Each	26.00	26.00	26.00
	ECM User Fee (1,001-1,500 Users)	Each	15.00	15.00	15.00
	ECM User Fee (1,501 + Users)	Each	3.50	3.50	3.50
	ECM Storage Production	Per Gig	0.24	0.24	0.24
	ECM Enterprise Data Backup	Per Gig	0.32	0.32	0.32
Field Services	Closed Circuit TV (CCTV)	Each	7.14	7.14	7.14
	Design, Engineering & Mgmt Svcs	Hour	88.50	88.50	88.50
	Labor Costs - Field Svcs	Hour	70.25	70.25	70.25
	NSOB Voice/Data Outlet, Single	Outlet	185.00	211.00	211.00
	NSOB Voice/Data Outlet, Dual	Outlet	278.00	315.00	315.00
	1526 Building Voice/Data, Single	Outlet		478.00	478.00
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	19.00	18.50	18.50
	Digital Subscription Mgmt	Agency	1,700.00		
	Systems Prog/SR (Midrange)	Hour	80.75	80.25	81.50
	Systems Prog/Lead (Midrange)	Hour	92.25	91.75	93.50
Microsoft Enterprise Agreement	MS Office SA (Education)	License	20.93	TBD	TBD
	Windows Ent SA (Education)	License	18.70	TBD	TBD
	MS Office EA True-Up	License	271.50	TBD	TBD
	MS Windows EA True-Up	License	83.52	TBD	TBD
	MS Office SA	License	105.00	TBD	TBD
	MS Windows Ent SA	License	46.00	TBD	TBD

Rates for the Microsoft Enterprise Agreement have not been finalized at this time.

Service Category	Service	Unit of	FY 2017	FY 2018	FY 2019
Enterprise Computing	MVS Enterprise Server (2)	Sec-CPU	0.0650	0.0625	0.0625
	MVS-DB2 CPU (2)	Sec-CPU	0.0650	0.0625	0.0625
	MVS Enterprise ZIIP (2)	Sec-CPU	0.0350	0.0350	0.0350
	CICS zIIP (2)	Sec-CPU		0.0515	0.0515
	CICS zIIP (2)	Sec-CPU		0.0515	0.0515
	Job Schedule Support (2)	Per Job	1.25	1.24	1.24
	MVS-Disk Storage (2)	Cyl/Mo	0.0175	0.0248	0.0248
	Tape Storage (2)	GB	1.00	1.00	1.00
	Output Manager Service (2)	Per 1,000 Lines	0.05	0.05	0.05
	MVS-CICS (2)	Sec-CPU	0.1450	0.1285	0.1285
	MVS-CICS Test (2)	Sec-CPU	0.1450	0.1285	0.1285
	Job Scheduler	Hour		45.00	45.00
	Systems Programmer / Senior	Hour	80.75	80.25	81.50
	Systems Programmer / Lead	Hour	92.25	91.75	93.50
	Data Base Admin / Senior	Hour	80.75	80.25	81.50
	Data Base Admin / Lead	Hour	92.25	91.75	93.50

(2) These rates are subject to change if increases or decreases in usage substantially impact economies of scale.

Service Category	Service	Unit of	FY 2017	FY 2018	FY 2019
Open Systems	Antivirus, Monthly	User	1.25	1.25	1.25
	Antivirus, Annually	User	15.00	Not used	
	Data Protection Backup	GB	0.55	0.55	0.55
	Enterprise Data Backup	GB	0.32	0.32	0.32
	Remote Client Access	Account	13.00	13.00	13.00
	RSA Two Factor Authentication	User		4.00	4.00
	Server Support - Basic	Server	160.00	160.00	160.00
	Server Support - Enhanced	Server	175.00	Not used	
	SAN HBA Connection	Connection	72.00	72.00	72.00
	SAN Storage (w/Replication)	GB	0.20	0.20	0.20
	Virtual Server - 2GB	2GB	70.00	70.00	70.00
	Server Backup	Server	15.00		
	VM Memory Surcharge	Each	45.00	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	70.25	69.75	73.00
	Open System Support - Senior	Hour	80.75	80.25	81.50
	Open System Support - Advanced	Hour	92.25	91.75	93.50
	Secure File Transfer	Each	75.00	Not used	
	Secure File Transfer (0-100 Users)	User		2.00	2.00
	Secure File Transfer (100+ Users)	User		3.00	3.00
	Desktop Lease Program	Desktop	75.00	75.00	75.00
	Laptop Lease Program	Laptop	105.00	105.00	105.00
	Desktop Lease Pkg-Performance	Desktop	85.00	85.00	85.00
	Performance Portable Lease	Laptop	115.00	115.00	115.00

Service Category	Service	Unit of	FY 2017	FY 2018	FY 2019
Open Systems Continued	Rack Hosting Fee – Lincoln	Device	50.00	50.00	50.00
	Rack Hosting Fee – Lincoln	Cabinet	1,500.00	1,500.00	1,500.00
	Rack Hosting Fee – Omaha (3)	Device		45.00	45.00
	Rack Hosting Fee – Omaha (3)	Cabinet		1,350.00	1,350.00
	Inbound Internet Fax	Page	0.06	0.06	0.06
	Outbound Internet Fax	Page	0.06	0.06	0.06
	Outbound Long Distance Internet Fax	Page	0.105	0.105	0.105
	(3) Transport not included (see CTMF-02)				
Public Safety	Public Safety Comm. System	Device	98.20	88.12	72.03

Account 521500 **Publications and Printing:**

Print Shop & Copy Services: Most print jobs utilize more than one type of service. Please direct your questions to the Print Shop Manager at (402) 471-2826.

Cost Center	Service	FY 2017	FY 2018	FY 2019
401	Type Input/Design 1/2 hour	40.13	44.14	44.14
524	Computer to Plate (each)	12.95	14.25	14.25
525	CTP-Metal	50.12	55.13	55.13
601	Black Ink	7.43	8.17	8.17
602	Wash Up (each)	27.49	30.24	30.24
603	Plate Change (each)	5.64	6.20	6.20
611	Web Impression/M	1.96	2.16	2.16
621	Docutech Impression/C	2.27	2.50	2.50
625	Warrant Printing (per warrant)	0.05	0.06	0.06
626	Variable Printing/Copy (each)	0.03	0.03	0.03
631	Sheet Impression / M	4.41	4.85	4.85
660	Digital Color	0.16	0.18	0.18
701	Machine Staple / C	1.96	2.16	2.16
703	Padding / M	2.36	2.60	2.60
711	Collate # Sheet - each	7.48	8.23	8.23
712	Collate # Sets / C	3.02	3.32	3.32
721	Folding / M	6.87	7.56	7.56
722	Punching / M	2.91	3.20	3.20
731	Numbering / M	21.02	23.12	23.12
732	Perforating / Score / M	10.24	11.26	11.26
741	Trimming / M	1.70	1.87	1.87
751	Shrink Wrap - each	0.35	0.39	0.39
752	Inkjet Labeling / M	35.84	39.42	39.42
771	Insert/Smart Insert Pc/Env - each	8.73	9.60	9.60
772	Insert # Envelope / C	1.43	1.57	1.57
773	Smart Insert # Envelope / C	4.66	5.13	5.13
799	Finish Hourly - 1/2 hour	21.42	23.56	23.56
802	Special Purchase	35%	39%	39%
803	Paper Costs	35%	39%	39%
804	Plate Costs	35%	39%	39%
805	Special Order Supplies	35%	39%	39%
806	Colored Ink	35%	39%	39%
	NSOB Color Copies	0.07	0.08	0.08
	Binding	0.70	0.77	0.77
	CD Burns	2.00	2.20	2.20
	DVD Burns	4.00	4.40	4.40
	Laminating (all sizes)	0.66	0.73	0.73

Account 524600 **State Building Division Rates:**

The following table lists the square footage rental rates for various spaces administered by the State Building Division. The base rates reflect the operating costs of office and other special use space occupied in State owned facilities. The rates listed DO NOT include rates and costs for commercial leases administered by the State Building Division for office and special use space. Please direct your questions to the State Building Division at (402) 471-3191.

The depreciation rate component is an assessment established for building renewal projects under the Deferred Building Renewal Act and will be recorded to the 524900 object account. No federal funds should be used to pay for these assessments.

Building	FY 2017 *	FY 2018	FY 2019
501 Building OCIO			
Base	19.57	22.50	24.00
Depreciation	4.19	4.64	4.64
Total	**23.76**	**27.14**	**28.64**
501 Building Revenue			
Base	13.38	13.38	13.38
Depreciation	4.19	4.64	4.64
Total	**17.57**	**18.02**	**18.02**
501 Building Print Shop			
Base	13.38	13.38	13.38
Depreciation	4.19	4.64	4.64
Total	**17.57**	**18.02**	**18.02**
1526 Building			
Base	10.00	10.00	10.00
Depreciation	2.14	2.19	2.19
Total	**12.14**	**12.19**	**12.19**
Beatrice State Development Center			
Base	4.35	3.88	3.88
Depreciation	1.84	1.87	1.87
Total	**6.19**	**5.75**	**5.75**
Bridges			
Base	11.83	11.83	11.83
Depreciation	2.05	2.12	2.12
Total	**13.88**	**13.95**	**13.95**
Executive Building			
Base	10.00	10.00	10.00
Depreciation	3.11	3.20	3.20
Total	**13.11**	**13.20**	**13.20**
Eastern Nebraska Veterans Home			
Base	5.34	5.34	5.34
Depreciation	2.76	2.84	2.84
Total	**8.10**	**8.18**	**8.18**
Geneva YRTC			
Base	4.82	4.82	4.82
Depreciation	2.08	2.14	2.14
Total	**6.90**	**6.96**	**6.96**
Grand Island Vets Home			
Base	6.36	6.36	6.36
Depreciation	3.58	3.69	3.69
Total	**9.94**	**10.05**	**10.05**
Grand Island Patrol Facility (Troop C)			
Base	14.44	14.44	14.44
Depreciation	1.66	1.55	1.55
Total	**16.10**	**15.99**	**15.99**

Building	FY 2017 *	FY 2018	FY 2019
Hastings Regional Center			
Base	2.80	2.67	2.67
Depreciation	2.29	2.35	2.35
Total	**5.09**	**5.02**	**5.02**
Kearney Game and Parks Maint. Facility			
Base	4.55	4.55	4.55
Depreciation	0.74	0.76	0.76
Total	**5.29**	**5.31**	**5.31**
Kearney YRTC			
Base	3.96	3.96	3.96
Depreciation	1.57	1.61	1.61
Total	**5.53**	**5.57**	**5.57**
Kearney Patrol Facility			
Base	9.89	9.89	9.89
Depreciation	2.60	2.68	2.68
Total	**12.49**	**12.57**	**12.57**
Law Enforcement Training Center			
Base	7.20	7.20	7.20
Depreciation	3.62	3.73	3.73
Total	**10.82**	**10.93**	**10.93**
Lincoln Regional Center			
Base	4.28	4.28	4.28
Depreciation	1.67	1.71	1.71
Total	**5.95**	**5.99**	**5.99**
Lexington Patrol Facility (Troop D)			
Base	12.86	12.86	12.86
Depreciation	1.93	1.98	1.98
Total	**14.79**	**14.84**	**14.84**
Nebraska State Office Building			
Base	8.63	8.63	8.63
Depreciation	3.53	3.66	3.66
Total	**12.16**	**12.29**	**12.29**
Norfolk Veterans Home			
Base	4.74	4.74	4.74
Depreciation	2.50	2.58	2.58
Total	**7.24**	**7.32**	**7.32**
Norfolk Regional Center			
Base	2.85	2.63	2.63
Depreciation	2.12	2.14	2.14
Total	**4.97**	**4.77**	**4.77**
Norfolk Patrol Facility (Troop B)			
Base	14.22	14.22	14.22
Depreciation	1.54	1.59	1.59
Total	**15.76**	**15.81**	**15.81**
North Platte Craft State Office Building			
Base	18.78	18.78	18.78
Depreciation	2.97	2.62	2.62
Total	**21.75**	**21.40**	**21.40**
North Platte Patrol Facility (Troop D)			
Base	9.80	9.80	9.80
Depreciation	0.68	0.70	0.70
Total	**10.48**	**10.50**	**10.50**

Building	FY 2017 *	FY 2018	FY 2019
Omaha Patrol Facility (Troop A)			
Base	11.82	11.82	11.82
Depreciation	1.69	1.57	1.57
Total	**13.51**	**13.39**	**13.39**
Omaha State Office Building			
Base	12.53	11.67	11.67
Depreciation	3.81	2.86	2.86
Total	**16.34**	**14.53**	**14.53**
Scotts Bluff Patrol Facility (Troop E)			
Base	8.45	7.71	7.71
Depreciation	1.79	1.77	1.77
Total	**10.24**	**9.48**	**9.48**
State Laboratory			
Base	21.51	26.26	26.26
Depreciation	2.78	3.34	3.34
Total	**24.29**	**29.60**	**29.60**
Surplus Property			
Base	3.27	3.27	3.27
Depreciation	1.13	1.15	1.15
Total	**4.40**	**4.42**	**4.42**
TSB Center			
Base	8.24	8.24	8.24
Depreciation	1.49	1.39	1.39
Total	**9.73**	**9.63**	**9.63**
TSB Center (Parking)			
Base	1.30	1.30	1.30
Depreciation	1.49	1.39	1.39
Total	**2.79**	**2.69**	**2.69**
TSB Gas Shack			
Base	8.24	8.24	8.24
Depreciation	3.04	3.77	3.77
Total	**11.28**	**12.01**	**12.01**
Western Nebraska Veterans Home			
Base	6.29	6.29	6.29
Depreciation	2.28	2.35	2.35
Total	**8.57**	**8.64**	**8.64**
Whitehall Campus			
Base	9.22	9.22	9.22
Depreciation	2.99	3.08	3.08
Total	**12.21**	**12.30**	**12.30**

* FY 2017 published rates have been revised for some facilities as the result of a review of the total square feet in the facilities.
Please contact State Building Division at (402) 471-3191 for more information and to determine your total expense.

Account 524600 **Commercial Leases:**
State agencies, boards and commissions occupying commercial leased space managed through 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 AS State Building Division at (402) 471-3191.

Account 541100 **Accounting / EnterpriseOne Assessments:**

Assessments for FY 2017-18 and FY 2018-19 are based on requests for resources to support AS State Accounting, the EnterpriseOne system, and the corresponding functional areas. Please direct your questions to AS State Accounting at (402) 471-2581.

Agency	Agency Name	FY 2017	FY 2018	FY 2019
003	Legislative Council	16,087	15,633	15,633
005	Supreme Court	69,951	100,979	100,979
007	Governor/PRO	1,350	1,300	1,300
008	Lieutenant Governor	193	138	138
009	Secretary of State	7,531	7,639	7,639
010	Auditor of Public Accounts	2,660	2,589	2,589
011	Attorney General	7,959	7,835	7,835
012	State Treasurer	31,551	38,387	38,387
013	Dept. of Education	335,504	330,710	330,710
014	Public Service Commission	16,775	15,505	15,505
015	Board of Parole	818	774	774
016	Dept. of Revenue	270,670	277,230	277,230
017	Dept. of Aeronautics	9,919	9,204	9,204
018	Dept. of Agriculture	23,993	25,393	25,393
019	Dept. of Banking	6,853	6,899	6,899
021	State Fire Marshal	6,191	6,075	6,075
022	Dept. of Insurance	10,415	9,616	9,616
023	Dept. of Labor	83,641	90,085	90,085
024	Dept. of Motor Vehicles	18,089	17,956	17,956
025	Dept. of Health & Human Services	1,352,901	1,266,564	1,266,564
027	Dept. of Roads	282,082	271,319	271,319
028	Dept. of Veterans' Affairs	2,154	2,015	2,015
029	Dept. of Natural Resources	10,530	13,619	13,619
030	Nebraska Electrical Board	1,887	1,998	1,998
031	Military Department	39,521	36,255	36,255
032	Bd. of Educational Lands & Funds	4,489	4,631	4,631
033	Game & Parks Commission	116,971	119,210	119,210
034	Nebraska Library Commission	4,904	3,429	3,429
035	Liquor Control Commission	1,898	1,904	1,904
036	State Racing Commission	571	471	471
037	Workers' Compensation Court	4,865	4,430	4,430
039	Nebraska Brand Committee	4,268	4,209	4,209
040	Motor Vehicle Industry Licensing	961	897	897
041	Real Estate Commission	1,734	1,590	1,590
045	Board of Barber Examiners	379	462	462
046	Dept. of Correctional Services	288,925	314,439	314,439
047	Educational Telecommunications	5,662	5,597	5,597
048	Postsecondary Education	4,113	4,325	4,325
050	Nebraska State Colleges	46,438	45,847	45,847
051	University of Nebraska	675,678	672,298	672,298
053	Real Property Appraiser Board	387	633	633
054	State Historical Society	9,847	10,567	10,567
056	Nebraska Wheat Board	569	535	535
057	Oil & Gas Conservation Comm.	948	912	912
058	Engineers & Architects	1,047	1,066	1,066
059	Board of Geologists	70	138	138
060	Nebraska Ethanol Board	454	444	444
061	Dairy Industry Development Board	265	272	272

Agency	Agency Name	FY 2017	FY 2018	FY 2019
062	Board of Examiners-Land Surveyors	70	63	63
063	Board of Public Accountancy	575	626	626
064	Nebraska State Patrol	53,609	52,045	52,045
065	Administrative Services	217,209	226,642	226,642
066	Board of Examiners-Abstractors	103	97	97
067	Equal Opportunity Commission	1,991	2,056	2,056
068	Commission on Latino-Americans	273	259	259
069	Nebraska Arts Council	1,454	1,410	1,410
070	Foster Care Review	1,760	1,968	1,968
071	State Energy Office	8,222	5,396	5,396
072	Dept. of Economic Development	13,964	12,727	12,727
073	Board of Landscape Architects	47	45	45
074	Power Review Board	367	420	420
075	Nebraska Investment Council	1,027	1,035	1,035
076	Comm. on Indian Affairs	245	254	254
077	Comm. on Industrial Relations	312	298	298
078	Crime Commission	7,261	7,356	7,356
081	Comm. for Blind & Visually Impaired	7,070	7,243	7,243
082	Comm. for Deaf & Hard of Hearing	854	1,017	1,017
084	Dept. of Environmental Quality	60,057	63,379	63,379
085	Public Employees Retirement System	190,974	213,088	213,088
086	Dry Bean Commission	227	215	215
087	Accountability & Disclosure Comm.	676	690	690
088	Corn Development Marketing Board	1,734	2,312	2,312
091	Nebraska Tourism Commission	1,717	1,949	1,949
092	Grain Sorghum Board	348	292	292
093	Tax Equalization & Review Comm.	982	836	836
094	Commission on Public Advocacy	1,477	1,537	1,537
	Totals	**4,359,273**	**4,359,273**	**4,359,273**

Account 541200 **Purchasing Assessment:**

In order to increase awareness and transparency of the true cost of government, the Purchasing Assessment is being adjusted beginning July 1, 2017 to provide funding for the actual cost of the State Purchasing Bureau (SPB), such that SPB is now completely funded by the Purchasing Assessment.

The Purchasing Assessments for FY 2017-18 and FY 2018-19 are based on AS Material Division's requests for resources to meet the demands relative to the purchasing of goods and processing of service contracts. Please direct your questions to the Materiel Division at (402) 471-2401.

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

Agency	Agency	FY 2017	FY 2018	FY 2019
003	Legislative Council	2,307	5,316	5,316
005	Supreme Court	24,554	135,334	135,334
007	Governor/PRO	268	486	486
008	Lieutenant Governor	17	26	26
009	Secretary of State	2,877	5,923	5,923
010	Auditor of Public Accounts	602	890	890
011	Attorney General	5,017	3,057	3,057
012	State Treasurer	2,177	4,481	4,481
013	Dept. of Education	26,476	36,400	36,400
014	Public Service Comm.	2,453	3,834	3,834
015	Board of Parole	123	219	219
016	Dept. of Revenue	8,661	16,535	16,535

Agency	Agency	FY 2017	FY 2018	FY 2019
017	Dept. of Aeronautics	915	1,668	1,668
018	Dept. of Agriculture	5,471	9,888	9,888
019	Dept. of Banking	1,334	2,326	2,326
021	State Fire Marshal	914	1,772	1,772
022	Dept. of Insurance	8,468	11,540	11,540
023	Dept. of Labor	10,731	16,714	16,714
024	Dept. of Motor Vehicles	8,139	10,998	10,998
025	Dept. of Health & Human Services	191,839	324,025	324,025
027	Dept. of Roads	240,422	526,398	526,398
028	Dept. of Veterans' Affairs	210	389	389
029	Dept. of Natural Resources	3,433	7,515	7,515
030	Nebraska Electrical Board	197	394	394
031	Military Department	14,411	16,282	16,282
032	Bd. of Educational Lands and Funds	2,143	4,488	4,488
033	Game and Parks Commission	35,705	65,762	65,762
034	Nebraska Library Commission	767	1,029	1,029
035	Liquor Control Commission	187	343	343
036	State Racing Commission	115	224	224
037	Workers' Compensation Court	1,018	1,773	1,773
039	Nebraska Brand Committee	538	1,037	1,037
040	Motor Vehicle Industry Licensing	104	202	202
041	Real Estate Commission	322	631	631
045	Board of Barber Examiners	18	38	38
046	Dept. of Correctional Services	94,988	227,406	227,406
047	Educational Telecommunications	3,494	7,338	7,338
048	Postsecondary Education	224	424	424
053	Real Property Appraiser Board	104	211	211
054	State Historical Society	1,579	3,224	3,224
056	Nebraska Wheat Board	721	1,433	1,433
057	Oil and Gas Conservation Comm.	148	236	236
058	Engineers & Architects	138	256	256
059	Board of Geologists	15	25	25
060	Nebraska Ethanol Board	167	361	361
061	Dairy Industry Development Board	1,047	1,767	1,767
062	Board of Examiners-Land Surveyors	9	14	14
063	Board of Public Accountancy	99	161	161
064	Nebraska State Patrol	20,824	36,947	36,947
065	Administrative Services	107,268	157,156	157,156
066	Board of Examiners-Abstractors	11	16	16
067	Equal Opportunity Commission	242	507	507
068	Commission on Latino-Americans	31	55	55
069	Nebraska Arts Council	103	258	258
070	Foster Care Review	244	589	589
071	State Energy Office	1,341	1,154	1,154
072	Dept. of Economic Development	1,263	2,571	2,571
073	Board of Landscape Architects	18	22	22
074	Power Review Board	196	606	606
075	Nebraska Investment Council	977	1,762	1,762
076	Comm. on Indian Affairs	83	78	78
077	Comm. on Industrial Relations	38	70	70
078	Crime Commission	1,933	3,339	3,339
081	Comm. for Blind & Visually Impaired	814	1,633	1,633
082	Comm. for Deaf & Hard of Hearing	169	537	537
084	Dept. of Environmental Quality	19,841	20,750	20,750

Agency	Agency	FY 2017	FY 2018	FY 2019
085	Public Employees Retirement System	4,156	8,292	8,292
086	Dry Bean Commission	172	310	310
087	Accountability & Disclosure Comm.	78	168	168
088	Corn Development Marketing Board	3,357	9,572	9,572
091	Nebraska Tourism Commission	923	1,745	1,745
092	Grain Sorghum Board	50	31	31
093	Tax Equalization & Review Comm.	106	225	225
094	Commission on Public Advocacy	189	347	347
	Totals	**870,093**	**1,709,533**	**1,709,533**

Account 541400 **Human Resources Management System (HRMS) Assessment:**

The HRMS Assessments for FY 2017-18 and FY 2018-19 are based on AS State Personnel Division's request for resources to support the HRMS systems – the Employee Work Center (EWC) and the Employee Development Center (EDC). Please direct your questions to the State Personnel Division at (402) 471-2075.

Use the object account 541400 to ensure proper recording of this expense.

Agency	Agency	FY 2017	FY 2018	FY 2019
003	Legislative Council	13,686	13,686	13,686
005	Supreme Court	78,840	78,840	78,840
007	Governor/PRO	1,071	1,071	1,071
008	Lieutenant Governor	59	59	59
009	Secretary of State	2,336	2,336	2,336
010	Auditor of Public Accounts	2,602	2,602	2,602
011	Attorney General	6,809	6,809	6,809
012	State Treasurer	2,696	2,696	2,696
013	Dept. of Education	30,398	30,398	30,398
014	Public Service Comm.	2,735	2,735	2,735
015	Board of Parole	535	535	535
016	Dept. of Revenue	23,228	23,228	23,228
017	Dept. of Aeronautics	1,130	1,130	1,130
018	Dept. of Agriculture	8,679	8,679	8,679
019	Dept. of Banking	3,746	3,746	3,746
021	State Fire Marshal	3,720	3,720	3,720
022	Dept. of Insurance	6,036	6,036	6,036
023	Dept. of Labor	20,135	20,135	20,135
024	Dept. of Motor Vehicles	10,986	10,986	10,986
025	Dept. of Health & Human Services	325,204	325,204	325,204
027	Dept. of Roads	123,930	123,930	123,930
028	Dept. of Veterans' Affairs	1,011	1,011	1,011
029	Dept. of Natural Resources	5,709	5,709	5,709
030	Nebraska Electrical Board	1,130	1,130	1,130
031	Military Department	11,417	11,417	11,417
033	Game and Parks Commission	25,240	25,240	25,240
034	Nebraska Library Commission	2,465	2,465	2,465
035	Liquor Control Commission	951	951	951
036	State Racing Commission	238	238	238
037	Workers' Compensation Court	2,914	2,914	2,914
039	Nebraska Brand Committee	2,973	2,973	2,973
040	Motor Vehicle Industry Licensing	476	476	476
041	Real Estate Commission	595	595	595
045	Board of Barber Examiners	119	119	119
046	Dept. of Correctional Services	132,222	132,222	132,222

Agency	Agency	FY 2017	FY 2018	FY 2019
047	Educational Telecommunications	3,360	3,360	3,360
048	Postsecondary Education	743	743	743
053	Real Property Appraiser Board	178	178	178
054	State Historical Society	4,310	4,310	4,310
056	Nebraska Wheat Board	119	119	119
057	Oil and Gas Conservation Comm.	464	464	464
058	Engineers & Architects	416	416	416
060	Nebraska Ethanol Board	238	238	238
063	Board of Public Accountancy	178	178	178
064	Nebraska State Patrol	42,578	42,578	42,578
065	Administrative Services	28,657	28,657	28,657
066	Board of Examiners-Abstractors	30	30	30
067	Equal Opportunity Commission	1,606	1,606	1,606
068	Commission on Latino-Americans	178	178	178
069	Nebraska Arts Council	595	595	595
070	Foster Care Review	1,667	1,667	1,667
071	State Energy Office	1,011	1,011	1,011
072	Dept. of Economic Development	3,687	3,687	3,687
074	Power Review Board	178	178	178
075	Nebraska Investment Council	535	535	535
076	Comm. on Indian Affairs	178	178	178
077	Comm. on Industrial Relations	178	178	178
078	Crime Commission	2,881	2,881	2,881
081	Comm. for Blind & Visually Impaired	2,721	2,721	2,721
082	Comm. for Deaf & Hard of Hearing	654	654	654
084	Dept. of Environmental Quality	12,057	12,057	12,057
085	Public Employees Retirement System	3,033	3,033	3,033
086	Dry Bean Commission	49	49	49
087	Accountability & Disclosure Comm.	535	535	535
088	Corn Development Marketing Board	357	357	357
091	Nebraska Tourism Commission	476	476	476
092	Grain Sorghum Board	30	30	30
093	Tax Equalization & Review Comm.	583	583	583
094	Commission on Public Advocacy	476	476	476
	Totals	**972,325**	**972,325**	**972,325**

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	FY 2017	FY 2018	FY 2019
009	Secretary of State	290	348	348
013	Dept. of Education	1,449	1,737	1,737
014	Public Service Comm.	3,187	3,820	3,820
016	Dept. of Revenue	2,967	2,640	2,640
017	Dept. of Aeronautics	4,636	5,556	5,556
018	Dept. of Agriculture	18,262	21,902	21,902
021	State Fire Marshal	9,273	11,112	11,112
022	Dept. of Insurance	290	348	348
025	Dept. of Health & Human Services	65,820	72,505	72,505
027	Dept. of Roads	951,449	972,772	972,772
027	NOHS (prior DMV)	1,203	344	344
028	Dept. of Veterans' Affairs	290	348	348

Agency	Agency	FY 2017	FY 2018	FY 2019
029	Dept. of Natural Resources	981	1,192	1,192
031	Military Department	16,988	20,339	20,339
032	Bd. of Educational Lands & Funds	4,346	5,509	5,509
033	Game & Parks Commission	430,389	451,483	451,483
039	Nebraska Brand Committee	1,449	1,737	1,737
046	Dept. of Correctional Services	46,364	78,255	78,255
047	Educational Telecommunications	2,608	3,578	3,578
050-01	Chadron State College	18,124	21,264	21,264
050-03	Peru State College	13,347	15,991	15,991
050-04	Wayne State College	16,393	19,374	19,374
054	State Historical Society	2,028	2,431	2,431
057	Oil & Gas Conservation Comm.	1,159	1,389	1,389
064	Nebraska State Patrol	285,827	384,472	384,472
065-04	AS - Building	70,146	82,672	82,672
065-05	AS - Materiel	1,577	1,739	1,739
065-10	AS – TSB	442,181	528,562	528,562
065-12	AS - 309 Task Force	290	348	348
065-13	AS - Capitol Com	1,159	1,389	1,389
065-15	AS – OCIO	579	695	695
071	State Energy Office	1,449	1,737	1,737
078	Crime Commission	869	1,042	1,042
084	Dept. of Environmental Quality	290	348	348
	Totals	**2,417,659**	**2,718,978**	**2,718,978**

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.

	FY 2017	FY 2018	FY 2019
Per $100 of the original purchase price	1.860	2.500	2.500

Account 556100 **State Property Insurance:**

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

Inland Marine Rates:

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

	FY 2017	FY 2018	FY 2019
Per $100 of replacement value	0.026	0.044	0.044

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 by the State Building Division. The State Building Division maintains property values for all state owned properties. If you have questions regarding your property valuation, please direct your questions to the State Building Division at (402) 471-3191 or the Risk Management Division at (402) 471-2551. Assessment based upon $100 of replacement value.

	FY 2017	FY 2018	FY 2019
Per $100 of replacement value	0.070	0.081	0.081

State Inventory/Contents Insurance:

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

	FY 2017	FY 2018	FY 2019
Per $100 of replacement value	0.043	0.055	0.055

State Blanket Bond:

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

FY 2017	FY 2018	FY 2019
4.66	5.49	5.49

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 2015 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 AS TSB (402-471-2897) for High Mileage Rates or agency specific projected replacement schedules.

Monthly Lease Rates:

Rate Code	Vehicle Type	Model Year	FY 2017 Rates	FY 2018 Projected Rates	FY 2019 Projected Rates
SCM	Sub Compact Sedan	2012	197.00	197.00	197.00
	Sub Compact Sedan	2013	N/A	N/A	N/A
	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	203.00**	203.00	203.00
	Sub Compact Sedan	2018	N/A	209.00	209.00
	Sub Compact Sedan	2019	N/A	N/A	216.00
CMP	Compact	2011 and older	179.00	179.00	179.00
	Compact	2012	203.00	203.00	203.00
	Compact	2013	197.00	197.00	197.00
	Compact	2014	203.00	203.00	203.00
	Compact	2015	228.00	228.00	228.00
	Compact	2016	222.00**	222.00	222.00
	Compact	2017	222.00**	222.00	222.00
	Compact	2018	N/A	228.00	228.00
	Compact	2019	N/A	N/A	234.00
ISD	Intermediate Sedan	2014	216.00	216.00	216.00
	Intermediate Sedan	2015	216.00	216.00	216.00
	Intermediate Sedan	2016	259.00**	259.00	259.00
	Intermediate Sedan	2017	253.00**	253.00	253.00
	Intermediate Sedan	2018	N/A	259.00	259.00
	Intermediate Sedan	2019	N/A	N/A	266.00
MCA	Mini Van Cargo	2012	253.00	253.00	253.00
	Mini Van Cargo	2013	247.00	247.00	247.00
	Mini Van Cargo	2014	247.00	247.00	247.00
	Mini Van Cargo	2016	266.00**	266.00	266.00
	Mini Van Cargo	2017	266.00**	266.00	266.00
	Mini Van Cargo	2018	N/A	278.00	278.00
	Mini Van Cargo	2019	N/A	N/A	284.00
MPA	Mini Van Passenger	2011 and older	223.00	223.00	223.00
	Mini Van Passenger	2012	259.00	259.00	259.00
	Mini Van Passenger	2013	259.00	259.00	259.00
	Mini Van Passenger	2014	259.00	259.00	259.00
	Mini Van Passenger	2015	266.00	266.00	266.00
	Mini Van Passenger	2016	272.00**	272.00	272.00
	Mini Van Passenger	2017	272.00**	272.00	272.00
	Mini Van Passenger	2018	N/A	284.00	284.00
	Mini Van Passenger	2019	N/A	N/A	291.00

Rate Code	Vehicle Type	Model Year	FY 2017 Rates	FY 2018 Projected Rates	FY 2019 Projected Rates
T12	1/2 Ton Pickup w/Topper	2011 and older	226.00	226.00	226.00
1/2	1/2 Ton Pickup w/Topper	2012	222.00	222.00	222.00
	1/2 Ton Pickup*	2013	228.00	228.00	228.00
	1/2 Ton Pickup*	2014	241.00	241.00	241.00
	1/2 Ton Pickup*	2015	291.00	291.00	291.00
	1/2 Ton Pickup*	2016	284.00**	284.00	284.00
	1/2 Ton Pickup*	2017	297.00**	297.00	297.00
	1/2 Ton Pickup*	2018	N/A	303.00	303.00
	1/2 Ton Pickup*	2019	N/A	N/A	316.00
T4C	1/2 Ton 4x4 Crew Cab w/Topper	2011 and older	274.00	274.00	274.00
	1/2 Ton 4x4 Pickup Crew Cab*	2012	291.00	291.00	291.00
	1/2 Ton 4x4 Pickup Crew Cab*	2013	309.00	309.00	309.00
	1/2 Ton 4x4 Pickup Crew Cab*	2014	353.00**	353.00	353.00
	1/2 Ton 4x4 Pickup Crew Cab*	2015	359.00**	359.00	359.00
	1/2 Ton 4x4 Pickup Crew Cab*	2016	N/A	366.00	366.00
	1/2 Ton 4x4 Pickup Crew Cab*	2017	N/A	N/A	378.00
T44	1/2 Ton 4X4 Pickup w/Topper	2011 and older	248.00	248.00	248.00
44P	1/2 Ton 4x4 Pickup*	2012	253.00	253.00	253.00
	1/2 Ton 4x4 Pickup*	2013	259.00	259.00	259.00
	1/2 Ton 4x4 Pickup*	2014	291.00	291.00	291.00
	1/2 Ton 4x4 Pickup*	2015	309.00	309.00	309.00
	1/2 Ton 4x4 Pickup*	2016	303.00**	303.00	303.00
	1/2 Ton 4x4 Pickup*	2017	328.00**	328.00	328.00
	1/2 Ton 4x4 Pickup*	2018	N/A	334.00	334.00
	1/2 Ton 4x4 Pickup*	2019	N/A	N/A	347.00
	1/2 Ton 4x4 Pickup Ex Cab	2013	284.00	284.00	284.00
	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 Crew Cab*	2012	291.00	291.00	291.00
	1/2 Ton 4x4 Pickup Crew Cab*	2013	309.00	309.00	309.00
	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	353.00**	353.00	353.00
	1/2 Ton 4x4 Pickup Crew Cab*	2017	372.00**	372.00	372.00
	1/2 Ton 4x4 Pickup Crew Cab*	2018	N/A	384.00	384.00
	1/2 Ton 4x4 Pickup Crew Cab*	2019	N/A	N/A	291.00
	Compact Pickup Crew Cab*	2012	253.00	253.00	253.00
	4x4 Compact Pickup Ex Cab	2012	253.00	253.00	253.00
	3/4 Ton Pickup*	2012	259.00	259.00	259.00
	3/4 Ton Pickup*	2015	341.00	341.00	341.00
	3/4 Ton Pickup*	2016	297.00**	297.00	297.00
	3/4 Ton Pickup*	2017	297.00**	297.00	297.00
	3/4 Ton Pickup*	208	N/A	303.00	303.00
	3/4 Ton Pickup*	2019	N/A	N/A	316.00
	3/4 Ton 4x4 Pickup*	2012	284.00	284.00	284.00
	3/4 Ton 4x4 Pickup*	2013	284.00	284.00	284.00
	3/4 Ton 4x4 Pickup*	2015	353.00	353.00	353.00
	3/4 Ton 4x4 Pickup*	2016	316.00**	316.00	316.00
	3/4 Ton 4x4 Pickup*	2017	328.00	328.00	328.00
	3/4 Ton 4x4 Pickup*	2018	N/A	334.00	334.00

Rate Code	Vehicle Type	Model Year	FY 2017 Rates	FY 2018 Projected Rates	FY 2019 Projected Rates
	3/4 Ton 4x4 Pickup*	2019	N/A	N/A	347.00
	3/4 Ton 4X4 Pickup Ex Cab*	2012	303.00	303.00	303.00
	3/4 Ton 4X4 Pickup Ex Cab*	2014	316.00	316.00	316.00
	3/4 Ton 4x4 Pickup Crew Cab*	2012	359.00	359.00	359.00
	3/4 Ton 4x4 Pickup Crew Cab*	2014	372.00	372.00	372.00
12P	12 Passenger Van	2011 and older	278.00	278.00	278.00
	12 Passenger Van	2012	284.00	284.00	284.00
	12 Passenger Van	2013	297.00	297.00	297.00
	12 Passenger Van	2014	303.00	303.00	303.00
	12 Passenger Van	2015	322.00	322.00	322.00
	12 Passenger Van	2016	322.00**	322.00	322.00
	12 Passenger Van	2017	322.00**	322.00	322.00
	12 Passenger Van	2018	N/A	328.00	328.00
	12 Passenger Van	2019	N/A	N/A	341.00
	4x4 4-Passenger	2012	216.00	216.00	216.00
	4x4 4-Passenger	2013	228.00	228.00	228.00
	4x4 4-Passenger	2014	247.00	247.00	247.00
	4x4 4-Passenger	2016	266.00**	266.00	266.00
	4x4 4-Passenger	2017	272.00**	272.00	272.00
	4x4 4-Passenger	2018	N/A	278.00	278.00
	4x4 4-Passenger	2019	N/A	N/A	284.00
	4x4 5-Passenger	2012	266.00	266.00	266.00
	4x4 5-Passenger	2013	272.00	272.00	272.00
	4x4 5-Passenger	2014	278.00	278.00	278.00
	4x4 5-Passenger	2015	266.00	266.00	266.00
	4x4 5-Passenger	2016	259.00**	259.00	259.00
	4x4 5-Passenger	2017	278.00**	278.00	278.00
	4x4 5-Passenger	2018	N/A	284.00	284.00
	4x4 5-Passenger	2019	N/A	N/A	291.00
SU7	4x4 7-Passenger	2011 and older	313.00	313.00	313.00
	4x4 7-Passenger	2012	303.00	303.00	303.00
	4x4 7-Passenger	2013	347.00	347.00	347.00
	4x4 7-Passenger	2015	309.00	309.00	309.00
	4x4 7-Passenger	2016	334.00**	334.00	334.00
	4x4 7-Passenger	2017	328.00**	328.00	328.00
	4x4 7-Passenger	2018	N/A	341.00	341.00
	4x4 7-Passenger	2019	N/A	N/A	353.00
	4x4 8-Passenger	2015	459.00	459.00	459.00
	4x4 8-Passenger	2016	528.00**	528.00	528.00
	4x4 8-Passenger	2017	509.00**	509.00	509.00
	4x4 8-Passenger	2018	N/A	528.00	528.00
	4x4 8-Passenger	2019	N/A	N/A	541.00

* There is an additional monthly charge if equipped with topper or lid. Currently this is $12.00. This amount may vary.

** Projected rate.

Mileage Rates:

Mileage rates represent the cost of operations, both direct and indirect. Changes in projected mileage rates may be required in FY 2018 or FY 2019 due to fluctuations in fuel prices. AS TSB will review the Mileage Rates on a quarterly basis and adjust them as needed.

Type	Vehicle Type	FY 2017 Rates *	FY 2018 Projected Rates	FY 2019 Projected Rates
SCM	Sub-Compact Sedan	0.26	0.26	0.26
CMP	Compact	0.27	0.27	0.27
ISD	Intermediate Sedan	0.28	0.28	0.28
MCA	Mini Van Passenger / Mini Van Cargo	0.29	0.29	0.29
MPA	Mini Van Passenger	0.29	0.29	0.29
VAN	1 Ton Cargo Van	0.30	0.30	0.30
T12	1/2 Ton Pickup w/Topper	0.30	0.30	0.30
1/2	1/2 Ton Pickup	0.30	0.30	0.30
T44	4x4 Pickup w/Topper	0.31	0.31	0.31
44P	4x4 Pickup	0.31	0.31	0.31
C34	3/4 Ton Pickup w/Topper	0.33	0.33	0.33
3/4	3/4 Ton Pickup	0.33	0.33	0.33
T34	3/4 1500 2x4 w/Topper	0.33	0.33	0.33
TCP	Pickup Club Cab w/Topper	0.33	0.33	0.33
12P	12 Passenger Van	0.31	0.31	0.31
SU3	4X4 4-Passenger	0.31	0.31	0.31
SU4	4X2 5-Passenger	0.32	0.32	0.32
SU5	4X4 5-Passenger	0.33	0.33	0.33
SU6	4X2 7-Passenger	0.32	0.32	0.32
SU7	4X4 7-Passenger	0.33	0.33	0.33
SU8	4X2 9-Passenger	0.32	0.32	0.32
SU9	4X4 9-Passenger	0.34	0.34	0.34
T4D	4X4 Compact Pickup Crew Cab w/Topper	0.30	0.30	0.30
T4C	1/2 Ton 4x4 Pickup Crew Cab w/Topper	0.31	0.31	0.31
CE2	Compact Pickup	0.29	0.29	0.29

* Rates for FY 2017 are lower than what was published in the 2015 – 2017 Budget Instructions.

Rental Half Day/Daily:

Rental rates represent vehicle replacement costs, accounting for depreciation and salvage value. The FY 2018 and FY 2019 projected rental half day and daily rates should be used to estimate your state owned transportation costs.

Vehicle Type		FY 2017 Rates		FY 2018 Projected Rates		FY 2019 Projected Rates	
		1/2 Day	Daily	1/2 Day	Daily	1/2 Day	Daily
CMP	Compact	7.50	12.50	8.00	13.50	8.00	13.50
ISD	Intermediate Sedan	8.50	14.00	9.50	16.00	9.50	15.50
MCA	Mini Van Cargo	9.50	16.00	10.00	16.00	10.00	16.00
MPA	Mini Van Passenger	10.00	16.00	10.00	16.50	10.00	16.50
SCM	Sub-Compact Sedan	7.50	12.50	7.50	12.00	7.50	12.50
T12	1/2 Ton Pickup w/Topper	9.00	15.00	10.50	17.50	11.00	18.00
1/2	1/2 Ton Pickup	9.00	15.00	10.50	17.50	11.00	18.00
T44	4x4 Pickup w/Topper	11.00	18.00	11.00	18.50	12.00	20.00
44P	4x4 Pickup	11.00	18.00	11.00	18.50	12.00	20.00
3/4	3/4 Ton Pickup	10.00	16.50	11.00	18.00	11.00	18.00
C34	3/4 Ton Pickup w/Topper	10.00	16.50	11.00	18.00	11.00	18.00
12P	12 Passenger Van	11.00	18.50	12.00	19.50	12.00	19.50
SU3	4X4 4-Passenger	9.50	15.50	10.00	16.00	10.00	16.50
SU5	4X4 5-Passenger	10.50	17.50	9.50	16.00	10.50	17.00
SU7	4X4 7-Passenger	12.50	20.50	12.50	20.50	12.00	20.00
SU9	4X4 9-Passenger	14.50	24.00	19.50	32.00	18.50	31.00
T4C	1/2 Ton 4x4 Pickup Crew Cab w/Topper	13.00	22.00	13.00	21.50	13.50	22.50

Aeronautics

The FY 2017-18 and FY 2018-19 projected rates for the Nebraska Department of Aeronautics state aircraft and pilot services. The actual rates for FY 2017-18 and FY 2018-19 have not been determined. Please direct your questions to the Nebraska Department of Aeronautics at (402) 471-2371.

Current AIRCRAFT Rate	**FY 2017 Published**	**FY 2018 Projected**	**FY 2019 Projected**
King Air C90GTx - 7 passenger seating – N84NE	$ 3.58/mi (974/Hr)	$ 3.58/mi (974/Hr)	$ 3.65/mi (1,003/Hr)
Intermediate Stops – Each Stop	25.00	25.00	25.00
Piper Navajo - 5 passenger seating – N100NE	3.75/mi (638/Hr)	3.75/mi (638/Hr)	3.86/mi (657/Hr)
Intermediate Stops – Each Stop	15.00	15.00	15.00

PILOT charges	**FY 2017 Published**	**FY 2018 Projected**	**FY 2019 Projected**
All Aircraft	68.00/Hr	68.00/Hr	70.00/Hr

The Department of Aeronautics also utilizes rental aircraft as the need arises. The pool of rental aircraft that are available vary from time to time. Currently the department has agreements to rent a Cessna 182RG, a single engine 4-passenger aircraft at an hourly rate of 230.00/Flight Hour; and a Beechcraft Bonanza A36TC, a single engine 6-passenger aircraft at an hourly rate of 365.00/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 David Morris 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.

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 Lyn Heaton (402-471-4181) 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, Budget Management Analyst	471-4161	gary.bush@nebraska.gov
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