

GENERAL INSTRUCTIONS

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

The budget request process is used by the State of Nebraska to assist in the development of the most significant State public policy statement and plan for the use of public human and financial resources-its budget. The state budget embodies the policy and financial priorities for state government.

The Nebraska Budget Request and Reporting System (NBRRS) continues to be the method for agencies to prepare and submit their biennial budget requests. The system is accessible, anywhere and anytime; allowing for maximum ease of access and the most efficient use of human and physical resources to accomplish budget request submission.

These instructions provide guidance to agencies, boards, and commissions relative to preparation of their budget requests and include helpful step-by-step instructions on the use of the system screens. The instructions contain the following sections:

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

Budget Request Process

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

- Narratives – Agency, Division (if applicable,) and Program
- Base (i.e. FY 2020-21) – Permanent Salaries and Appropriation
- Issues – Issue Details and Issues Summary
- Modifications – Modification Details and Modifications Summary
- Funds – Funds Analysis
- Capital Construction/Building Renewal – Reaffirmations, Building Renewal Projects, Capital Construction Project, Request Summary, and Building Renewal Copy
- Information Technology – Agency IT Setup, IT Project Proposals, and IT Agency Summary

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

Operations and aid request data for FY 2021-22 and FY 2022-23 changes compared to the FY 2020-21 Base Appropriation will be entered at the subprogram level within each *Issue*. Historical data will be pre-loaded into the system in the Base Appropriation and Personal Services Base screens. You may view your request at the program, division and/or agency level via reports that are available in the system, but editing is generally done at the subprogram level.