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DEPT. OF ADMINISTRATIVE SERVICES



Jim Pillen, Governor

To: All State Agencies, Boards, and Commissions
Agency Finance Officers
NBRRS Agency Administrators

From: Lee Will, Chief Financial Officer 

Date: June 7, 2024

Subject: 2025-2027 Biennial Budget Request Cycle Narrative Screens Available

The Administrative Services State Budget Division would like to announce the beginning of the 2025 – 2027 biennial budget request cycle and to advise you of the availability of the Agency, Division (if applicable), and Program Narrative screens in the Nebraska Budget Request and Reporting System (NBRRS). These three high-level narrative screens are made available in advance of the other system screens. The formal 2025 – 2027 biennial budget instructions for Nebraska’s strategic results-based budgeting process will be issued by early July 2024 and the remaining NBRRS budget request screens will be made available for your use at that time.

Login

Access to the NBRRS for preparation of the narrative content is available by clicking the “System Login” link located near the bottom of the screen at the Budget Request & Reporting System webpage the (<http://budget.nebraska.gov/nbrrs.html>) or by logging in directly at <http://nbrrs.nebraska.gov>.

Instructions for obtaining your login and/or password if you don’t remember, or you are a new user, are available on the Budget Request & Reporting System webpage under the “Login & Password Help” section. Step-by-step budget instruction can also be found here.

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The State Budget Division portal <https://das.nebraska.gov/budget/nbrrs.html> has additional resources including training videos, which can be found under the 2025-2027 Biennium tab, titled *Budget System Training Schedule 2025-2027*.

Narrative Copy Process

For your convenience, enhanced NBRRS functionality will allow, upon request, the agency, division (if applicable), and program narratives to be copied forward from your 2023 - 2025 biennium budget request. While this functionality has been developed to promote efficiency in the preparation and submission of your biennial budget request, it is important that this information be revised to accurately reflect the product of your current strategic planning efforts leading into preparation of your 2025 - 2027 biennium budget request. Agencies should carefully review and edit this information to ensure that the narratives represent the agency's current goals, statutory responsibilities, program objectives, and priorities, among other elements.

The following information will be copied, upon request. On the Agency Narrative: *Statutory Authority* and *Vision*; on the Program Narrative: *Program Description* and *Program Objectives*; and on the Division Narrative: *Division Description* and *Division Objectives*.

Email Gary.Bush@nebraska.gov regarding the copying of narrative content.

Strategic Plans

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. It is encouraged that Agency Strategic Plans be discussed and any supporting documents attached under the *Goals* narrative found on the Agency Narrative.

Certification of Evidence-Based Programs and Practices

Pursuant to statute section 81-1113(4), 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 <https://das.nebraska.gov/budget/nbrrs.html> in the Budget Instructions, Section I – Operating Budget Request, “Part A – Narratives” section under the link to the Agency Narrative. The Excel template must be used by agencies for identifying all programs and practices they administer and 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. It is expected that the Excel spreadsheet will be attached and not a PDF version.

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 9, 2024. At that time, your assigned State Budget Division analyst will begin reviewing the strategic results-based elements (vision, mission, goals, objectives) of these narratives for conformity with the narrative content instructions as provided in the 2025 - 2027 Biennium Budget Instructions to be formally issued by early July 2024.

The information contained in the narrative budget request screens will be finalized and electronically submitted by your agency along with the completed budget request screens on or before September 15, 2024. **September 15th falls on a Sunday. This does not change the due date so please plan accordingly.**

Contact your assigned State Budget Division budget analyst if you have any questions.