Program Narrative Instructions

Purpose

➤ To describe the program, document the program's objectives, and identify the specific agency goal(s) these objectives support. The program narrative should be used to provide highly detailed information regarding request priorities and significant Issues.
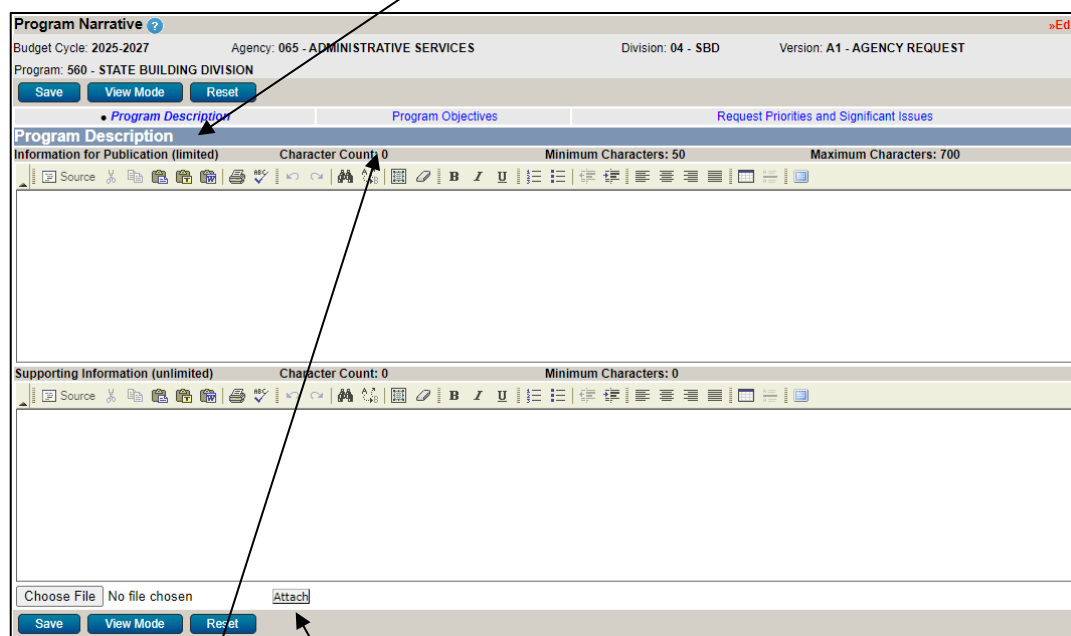
Getting Started

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

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

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**, and **Program Objectives** tabs contain two edit windows. The **Request Priorities and Significant Issues** tab provides a single unlimited edit window.

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

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

V9.0

Program Narrative Instructions

Program Narrative Content

The biennial State budget process is intended to support the development of budget requests within a strategic results-based process. The agency's program narrative should describe the program, state program objectives, present request priorities and identify significant issues.

Avoid using first person reference including "we" and "our". Instead, third person references should be used as some of the narrative may be used in official Governor communications.

- **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 biennium with the efforts and resources of this program, subprograms, and services. Identify the strategies and actions planned to achieve those objectives.

- **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.