

Agency Narrative Instructions

Purpose

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

New This Year: Agencies are required to submit an information technology (IT) inventory and a federal fund inventory as part of the budget request process.

Getting Started

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

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

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

- The narrative tab currently selected appears in the **information bar**.
- Narrative tabs with two edit windows are limited to a minimum and maximum number of characters, which is pre-defined based on the screen. Text in the limited edit windows should be viewed as a summary of what is presented in the second, unlimited text window. The limited text window is intended to be included in various standardized reports that will be generated from the system, such as the Governor's budget recommendations.
- The **Statutory Authority, Vision and Purpose, Executive Summary, and Service Delivery, Public Impact, Outcome Measurement, and Six-Year IT Plan** tabs contain two edit windows.
- The **Description of Attachments** tab contains a single unlimited text window.

Time-Saver TIP

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

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

Save

Start-Up TIP

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

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

Formatting TIP

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

The **Character Count** shows how many characters are in the edit window and will update when **Save** is clicked.

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

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

Agency Narrative Instructions

Agency Narrative Content

The biennial State budget process is intended to support the development of budget requests within a strategic results-based process. The agency's narrative should document its authority to carry out programs, state the agency's purpose, identify significant issues, and articulate management strategies.

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.

- **Statutory Authority** – Provide statutory references that are relevant to your agency and the related authorized services and scope of work.
- **Vision and Purpose** – A compelling desired future state of the agency and the reason underlying the agency's operations which all programs and activities should strategically align with.
- **Executive Summary** – Provide a comprehensive review of the budget request. Also, describe the agency's process improvement strategies.
 - Highlight budget request priorities, proposed resource reallocations, realized savings and improvements, and significant matters impacting the agency's budget request.
 - Describe significant adjustments in cash flows and federal funding represented in the biennial budget request and the impact on state funding.
 - Include information on your organizational structure. An organizational chart should be included in the attached documents, using the [Attach](#) button.
- **Service Delivery, Public Impact, and Outcome Management** – Describe the work and services provided by the agency, the related impact to public stakeholders, and how outcomes are measured. Include discussion of outcome targets, trends, and projections.
- **Six-Year IT plan** – Provide the six-year plan for software and hardware needs with related costs for the items in your attached IT inventory, including anticipated changes that will be necessary through FY33.
- **Description of Attachments** – Attachments are not directly incorporated into the agency request documents but are published alongside these documents on the agency request website. Provide a description of documents attached to the agency's budget request submission and highlight key components and findings as relevant.

INFORMATION TECHNOLOGY (IT) INVENTORY: Pursuant to 81-132(1)(c), each department and agency shall provide as part of the Budget Request Submission:

- An inventory of all software purchased and used by or on behalf of the department or agency, including software licenses and subscriptions;
- An inventory of all information technology hardware used by the department, office, institution, or agency;
- A six-year plan for such software and hardware needs and related costs.

Please complete the Excel template provided on the State Budget Division website at <https://das.nebraska.gov/budget/nbrs.html> under Section I, Part A - Agency Narrative. Use the file attachment function within NBRRS to attach the agency completed IT Inventory, as an excel document.

FEDERAL FUND INVENTORY: Pursuant to 81-130 All agencies of the state government for which the Legislature appropriates funds shall submit a federal funding inventory to the office of the Director of Administrative Services on or before September 15 of each even-numbered year.

Please complete the Excel template provided on the State Budget Division website at <https://das.nebraska.gov/budget/nbrs.html> under Section I, Part A - Agency Narrative. Use the file attachment function within NBRRS to attach the agency completed Federal Fund Inventory, as an excel document. Supporting documents, such as copies of agreements and contracts, should be combined into one PDF and attached in that format.