GENERAL INSTRUCTIONS

Statute section 81-1113 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 2027-2029 biennium are due by 5:00 p.m., Tuesday, September 15, 2026.**

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

The Nebraska Budget Request and Reporting System (NBRRS) will again be utilized as the method for agencies to prepare and submit their biennial budget requests. The system facilitates ease of access and the most efficient use of 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 –Operations and aid budget request
- Section II –Budget Modification process
- Section III – Capital Construction and Building Renewal
- Section IV –IT Project Proposals
- Section V – Agency Administrator / Request Submission technical instructions
- Appendices – Includes projected rates, NBRRS login and password help, along with information on public servants 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 2026-27) – 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, and Request Summary.
- Information Technology – IT Project Proposals

New This Year:

- Agencies with umbrella programs will now enter data for all umbrella programs under the main umbrella program. The other umbrella programs will no longer be available to select.

- All agencies will enter data for all subprograms under one default subprogram, 000 – All Subprograms. There will be no other subprograms available to select.

- The ability to import an Agency's Budget Status Data is currently unavailable.

- Two statutorily required inventories have been added to the budget request process, The IT inventory and Federal Funds inventory.

Certain elements of the Agency, Division, and Program narratives can be copied forward from the final 2025-2027 biennial budget request upon request to the State Budget Division.

Operations and aid request data for FY 2027-28 and FY 2028-29 changes compared to the FY 2026-27 Base Appropriation will be entered at the program level within each *Issue*. Historical data will be pre-loaded into the system in the Base Appropriation and Personal Services Base screens.

<u>Strategic Plans</u>

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 2025-2027 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 2027-2029 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. 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.

<u>Narrative Due in Preliminary Form</u>

The Agency, Division (if applicable), and Program level narratives should be completed in a preliminary form in the NBRRS by Monday, August 10th. At that time, the assigned State Budget Division budget analyst will begin reviewing the strategic results-based elements (vision and purpose; service delivery, public impact, and outcome measurement; and six-year IT plan) of these narratives for conformity with the narrative content instructions as provided in the *2027-2029 Biennium Budget Instructions*. The information contained in the narrative budget request screens are considered to be in draft form until finalized and electronically submitted with information contained in other completed budget request screens on or before September 15, 2026.

<u>Issues</u>

The Nebraska Budget Request and Reporting System (NBRRS) places the emphasis on explanation, justification and furtherance of the State's and individual agency's goals and priorities, rather than accounting codes or job codes. An *Issue* is a change to the FY 2026-27 Base Appropriation and therefore could be a positive (increase) or negative (decrease) during the two request years, FY 2027-28 and FY 2028-29. Using the "*Issue Details*" screen, an agency can identify the specific 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, emphasizing how the requested Issue relates to the State's and agency's goals and priorities. This information becomes a "decision point" for the Governor and Legislature and facilitates public transparency.

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* can also be created and assigned at the request of the agencies.Two *Enterprise Issues* have been established for the 2027-2029 biennial budget, "2027-2029 Public Servant Salary Increase", "2027-2029 Public Servant Health Insurance". The enterprise issue requests should reflect pay adjustments of 3% in July of each year and employer health insurance premium increases of 8% in July of each year. 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. The amount ultimately included in agency budgets for the 2027-2029 biennium will be determined through the budget setting process, and will reflect the outcome of bargaining with labor organizations representing the state workforce. See the Narrative Content instructions for the Issue Details screen for more information.

Budget Modifications

The budget modification process for the 2027-2029 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.

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/nbrrs.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/nbrrs.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.

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 assigned State Budget Division budget analyst must be contacted to explain the revisions. The NBRRS System Administrator will "post" the final version to the web.

Supplemental Deficit Budget Requests for FY 2026-27

Supplemental deficit budget requests for FY 2026-27 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 2026-27 will be Monday, October 19, 2026. The 2027-2029 biennium budget request should not assume any change in the current FY 2026-27 base appropriation related to anticipated FY 2026-27 supplemental deficit requests. In other words, the FY 2026-27 base appropriation entered in the NBRRS should reflect appropriations as of the completion of the 2026 legislative session. Any necessary continuation funding for a FY 2026-27 supplemental deficit request should be included as an Issue in the agency's 2027-2029 biennium budget request.