

# 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.

## 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, Mission and Principles, and Goals** tabs contain two edit windows.
- The **Executive Summary, Mgmt Processes, and Service Delivery Methods** 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**

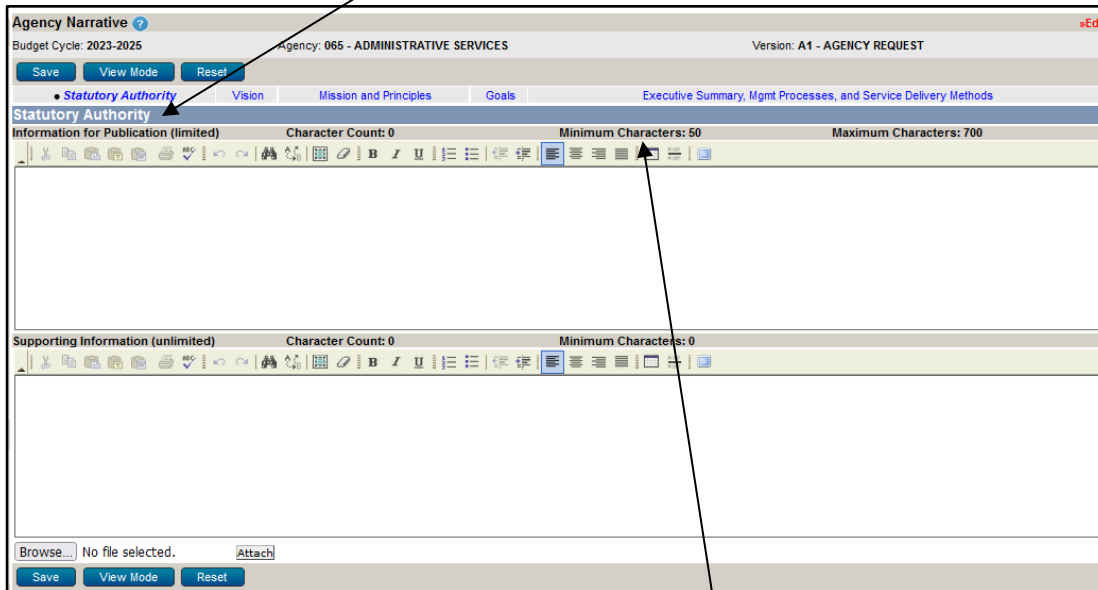
### Start-Up TIP

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**, and **Undo** 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. 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 must click **Save** whenever exiting a screen or risk losing unsaved data. Save frequently to avoid data loss.

## Agency Narrative Content

V8.0

# Agency Narrative Instructions

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.

- **Statutory Authority** – Provide statutory references that are relevant to your agency.
- **Vision** – A statement of the compelling image of a desired future by the agency.
- **Mission and Principles** – A broad and comprehensive statement of the agency's purpose and its core values.
- **Goals** – Describe the desired results to be accomplished by the agency over the next two bienniums through the efforts and with the resources of all agency programs and services.
- **Executive Summary, Management Processes, and Service Delivery Methods** – Provide a comprehensive review of the budget request. Also, describe the agency's process improvement strategies.
  - Highlight:
    - any proposed redirection or request for additional public resources
    - designated budget request priorities, and
    - significant matters affecting the agency's budget request.Agencies are encouraged to cross-reference the highlighted items to specific Issues, expenditure objects, or other data or information included in the budget request submission.
  - Fully describe significant adjustments in federal funding represented in the biennial budget request and the impact on state funding. Include references to the Catalog of Federal Domestic Assistance numbers (CFDA) to provide a consistent reference point for obtaining additional information.
  - Include information on your organizational structure. A detailed organizational chart should be included on this tab using the [Attach](#) button.
  - Finally, summarize the agency's management processes and identify its specific service delivery methods. What process improvement strategies will be employed or are under development for the 2021-2023 biennium that will improve results and/or lower the cost of service delivery? Please identify any indirect or direct cost savings resulting from process improvements that have been redirected or reduced from the budget request.

**AGENCY STRATEGIC PLAN:** Please use the file attachment functionality to attach PDF versions of any additional strategic plans developed by your agency, independent of the strategic results-based statement of vision, mission and principles, goals, division and program objectives, and performance measures included elsewhere in the Nebraska Budget Request and Reporting System screens.

**EVIDENCE-BASED ACTIVITIES:** Pursuant to [81-1113\(4\), R.S. Supp., 2020](#), each department and agency shall certify, 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.

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 certification of evidence-based or reasonably capable of becoming evidence-based programs and practices.