

## MEMORANDUM

DATE: September 13, 2017

TO: All Agencies, Boards, and Commissions  
ATTN: Agency Finance Officers

FROM: Gerry A. Oligmueller, State Budget Administrator

SUBJECT: 2018 Mid-Biennium Budget Adjustments

Section 81-126 Reissue Revised Statutes of Nebraska, 2014, provides for the Governor to make recommendations to the Legislature as to the deficiency funding requirements of the various agencies, boards, and commissions of State government. Section 81-126 further defines deficiency as “any increase or decrease in any fund source for any budget program for the biennium in progress.”

A deficiency, or deficit, budget adjustment including a request for an increase in appropriation should only be submitted to address the most critical situations that cannot be managed within existing appropriations and other requirements of the enacted appropriation laws. Deficit budget adjustments including a request for reductions in appropriations should be submitted where new information or agency efforts to improve performance have resulted in more efficient and effective delivery of services or benefits at lower cost. State agencies, boards, and commissions should consider the remaining months in your current budget plan and undertake necessary management actions that allow you to operate within the current 2017- 2019 biennial appropriations.

The Nebraska Budget Request and Reporting System (NBRRS) will once again be used by agencies to prepare and submit necessary 2018 session deficit budget adjustments for consideration during the 2018 legislative session. Specifically, the “Issue Details” screen under the “2018 Mid-Biennium” budget cycle will be used to identify any proposals for additional appropriations or reductions to existing appropriations to address a deficiency. Any identified changes should be submitted with appropriate explanation for consideration by October 24, 2017.

Go to <http://budget.nebraska.gov/nbrrs.html> to login to the NBRRS and begin preparing 2018 session deficit budget adjustments. You should contact your assigned Administrative Services-State Budget Division Budget Analyst with the names of any individuals who will have preparation responsibilities but do not already have access to the NBRRS Issue Details screen. Screen instructions as well as step-by-step instructions to establish access to NBRRS or to reset a forgotten password can be found at <http://budget.nebraska.gov/instructions.html>.

Budget adjustment requests submitted to the State Budget Division by agencies, boards, and commissions will be formally transmitted to the Legislature’s Legislative Fiscal Office. Higher Education submittals will also be made available to the Coordinating Commission for Postsecondary Education. They will also be viewable by the public via the State Budget Division’s website.

Please direct any questions regarding 2018 legislative session deficit budget adjustments to your assigned budget analyst in the Administrative Services - State Budget Division.

You must also complete the "IT Project Proposal" screen (and related "IT Issue") and undergo review by the Nebraska Information Technology Commission for requests for funding related to information technology projects. The deadline for completing entry of the IT Project Proposals for review by the NITC is also no later than October 24, 2017. Questions regarding submission of project proposals should be directed to Rick Becker of the Office of the CIO at [rick.becker@nebraska.gov](mailto:rick.becker@nebraska.gov) or (402) 471-7984.

Thank you very much for your serious attention to this communication.