



STATE OF NORTH CAROLINA
OFFICE OF STATE BUDGET AND MANAGEMENT



Employment First State for Individuals with Disabilities

ROY COOPER
GOVERNOR

KRISTIN WALKER
STATE BUDGET DIRECTOR

September 30, 2024

TO: Department Heads and Chief Fiscal Officers
All State Departments, Institutions, and Agencies

FROM: Kristin Walker, State Budget Director *Kristin Walker*

SUBJECT: 2025-27 Biennium Change Budget Instructions

The Office of State Budget and Management (OSBM) is kicking off the 2025-27 biennium change budget process and looks forward to partnering with you. As in prior cycles, agencies should engage internally and with OSBM in a collaborative effort to develop evidence-based budget proposals to carry out your agency's mission and strategic plan over the next biennium. The process will involve agency budget and financial staff, program directors, policy staff, chief information officers, and other members of agency senior leadership.

In contrast to recent years, state revenues have stabilized, and our tax structure will limit growth going forward. Agencies should keep these constraints in mind when developing and submitting requests. With limited resources, we want to invest in delivering critical services and in those programs with the greatest likelihood of success. Programs with strong evidence and/or strong evaluation plans that are clearly linked to strategic plans will be prioritized during the budget development process.

Budget Development Kickoff

Thursday, October 10th, 2pm

[registration link](#)

Capital and R&R Training

Friday, October 11th, 10 am

[registration link](#)

OSBM is sensitive to the many demands on agency time, and we continue to look for ways to streamline the process each year. Significant changes to this year's budget process include:

1. Agencies are *no longer* required to submit an ABC list for operational requests to OSBM. Instead, agencies will submit draft copies of the Justification Documentation Form (JDF) for each of their requests. This year's updated form includes a place for agencies to rank requests.
2. Since the WSII now includes fewer questions than were on the WSII-EZ, OSBM has eliminated the WSII-EZ.

For more information, please see the budget instructions and job aids on OSBM's website, linked below.

The timeline for the FY 2025-27 change budget development process follows:

2025-27 Budget Preparation Key Dates/Deadlines	
Oct. 10th	Change Budget Instructions Training, 2:00 pm – 3:30 pm (Virtual)
Oct. 11 th	Capital Budget Instructions Training, 10 – 11am
Dec. 6 th	JDFs for operational requests and IT Request Surveys due
Dec. 6 th	ABC Lists for Capital and Repairs and Renovations items due
Jan. 17 th	Final Worksheet-IIs, Worksheet-IIIs, OC-25s, and Special Provision forms due
Jan. 17 th	Submit updated enrollment/population cost data
Feb. 17 th	Final Special Provision language due

Please contact your OSBM budget development analyst with any questions about the information in this memorandum or the instructions and job aids on [the OSBM website](#). We look forward to working with you.