



STATE OF NORTH CAROLINA
OFFICE OF STATE BUDGET AND MANAGEMENT



Employment First State for Individuals with Disabilities

ROY COOPER
GOVERNOR

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STATE BUDGET DIRECTOR

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TO: Department Heads and Chief Financial Officers
FROM: Kristin Walker, State Budget Director *Kristin Walker*
SUBJECT: Hurricane Helene Immediate Needs Budget Request Instructions

In preparation for the General Assembly's October 24th session, the Office of State Budget and Management is developing a damage and needs assessment for Hurricane Helene. A part of that assessment will also include immediate needs that agencies have in the aftermath of Helene, Tropical Storm Debby, Potential Tropical Cyclone 8 (PTC-8), and the 2024 drought disaster declaration.

To that end, and as previewed in [OSBM's memo from October 3rd](#), agencies should submit Worksheet-II EZ forms (WSII-EZs) in IBIS by **5pm on Wednesday, October 16th** for each budget request related to immediate Helene needs.

Detailed instructions for this expedited budget process are included in this communication as a separate attachment, but key guidelines include:

- Requests should only be for immediate needs through June 30, 2025, and should be nonrecurring. Longer-term, recurring needs can be requested via the FY 2025-27 long session budget process.
- Request titles should begin with "Helene", "TS Debby", "PTC-8", or "Drought"; e.g. "Helene: <<Request Name>>".
- The WSII-EZ will capture operational as well as capital requests.
- Agencies should email special provision language not already included in WSII-EZs to their OSBM budget development analyst by **5pm on Wednesday, October 16th**.
- Universities will work through the UNC System Office to make individual campus requests.

We acknowledge assessments and requests at this early stage are difficult, and we appreciate the effort required to deliver on such an expedited timeline. Reach out to your OSBM budget development analyst for support and guidance throughout this process.

Thank you for everything you do for North Carolina.