

## Expansion Budget Request Instructions

All expansion requests must be prioritized. Agencies are advised that there is extremely limited funding for expansion budgets and shall plan accordingly.

The detailed instructions for completing expansion budget requests are outlined below.

A. Worksheet II: Expansion Requests Summary

In this worksheet, summarize each request in priority order including item number, short title, brief description, total requirements, receipts and appropriation, and position change (worksheet attached).

B. Worksheet II: Expansion Budget Request Form

In general, please use the instructions outlined in the *Instructions for Preparation of the 2011-2013 Recommended State Budget* distributed by OSBM in July 2010 as the basis for completing the form.

Each expansion request shall include the following information.

1. A thorough justification for funding the request using the attached form. *All elements of the justification section are required. For each expansion request, the justification should clearly identify the public need being addressed, the agency goal that is supported, the relationship to the Governor's agenda and the expected performance impact or outcome.*
2. Expenditures at the following detail:
  - 1XXX Salaries and Benefits – 4 digit detail level,
  - 2XXX-5XXX – 4 digit detail level (list all individual accounts),
  - 6XXX State-aid – 4 digit detail level,
  - 7XXX Reserves – 4 digit detail level,
  - 8XXX Transfers – 4 digit detail level, and
  - All receipts.
3. The Actual Appropriation Expended for FY 2010-11, the Authorized Budget for FY 2011-12 (as of December 31, 2011), and the long-term budgetary impact and positions for the program or project for fiscal years 2012-13 to 2014-15.
4. Expansion requests that require legislative changes must be accompanied by a draft of the proposed legislation or special provision.
5. Each expansion request that requires additional space under G.S. 120-36.7(c), or requires additional vehicles from the state motor pool, should include the appropriate information on Worksheet II.

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6. For IT requests, please include the required information on Worksheet II as well as submitting an IT project request in the IT project portfolio tool located at <https://www.ppm.state.nc.us/UMTNC/>. Information over and above what is captured in Worksheet II is required to facilitate the required review of IT expansion requests by the State Chief Information Officer and assist OSBM in review of the requests. Submissions in the online tool shall be completed by the same due dates as all other budget request information outlined in this memorandum. The Worksheet II information should be attached to the submission in the online tool. For further information on how to submit a request in the online tool please see the 2012-13 IT Expansion Budget Request Instructions at: <http://www.epmo.scio.nc.gov/PortfolioManagementInitiative/ITExpansionBudgetRequests.asp>.
  
7. Submit two (2) HARD COPIES of Worksheet II information to your OSBM analyst and electronic data submissions including:
  - expansion attachments,
  - special provisions,
  - block grant plans, and appropriate IT attachments.