



**STATE OF NORTH CAROLINA  
OFFICE OF STATE BUDGET AND MANAGEMENT**

BEVERLY EAVES PERDUE  
GOVERNOR

CHARLES E. PERUSSE  
STATE BUDGET DIRECTOR

February 2, 2011

MEMORANDUM

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

FROM: Charles Perusse *Charles E. Perusse*

RE: Strategic Planning and Program Information for the Governor's Recommended Budget

The due dates for program data forms and strategic planning information have passed. To ensure that the Office of State Budget and Management (OSBM) meets publication requirements for release of the Governor's budget, information must be provided as soon as possible. Specific requirements and final due dates are as follows.

Strategic Planning Information

Strategic planning information will be published in the Governor's budget document, so it is imperative that agencies review and update their information and data by no later than 5:00pm on Monday, February 7. Agencies subject to Executive Order 3 should verify that the information in the system matches what is contained in the strategic plan submitted to OSBM and the Governor's Policy Office. Please email Erin Matteson at [erin.matteson@osbm.nc.gov](mailto:erin.matteson@osbm.nc.gov) to confirm that you have reviewed your information and made any necessary updates. Also, please provide the appropriate agency contact for any comments or questions OSBM may have regarding your submission.

As indicated in previous communications, the Strategic Planning information is being collected in OSBM's legacy Results-Based Budget (RBB) system. The legacy tool is not integrated with NCID. Go to this Web page to access your agency's information for editing: <http://data.osbm.state.nc.us/rbb>. Please contact the RBB administrator, Paula Jones ([paula.a.jones@osbm.nc.gov](mailto:paula.a.jones@osbm.nc.gov)), if you need assistance with the legacy system.

Program Data Forms

In addition to the printed budget document, OSBM will also be publishing an online version of the budget by program. That publication will be utilizing the information required on tabs 1 and 2 of the form to develop this publication. Optional items on the form will not be published at this time. All required forms must be submitted by no later than 5:00pm on Friday, February 11. Again, please provide the appropriate agency contact for any comments or questions OSBM may have regarding your agency's program information. This information is being collected in IBIS (Integrated Budget Information System).

We appreciate your prompt attention to this matter. Please contact Erin Matteson at (919) 807-4758 if you have any questions or need additional information.

CP/em

Mailing address:  
20320 Mail Service Center  
Raleigh, NC 27699-0320

[www.osbm.state.nc.us](http://www.osbm.state.nc.us)  
919-807-4700 \*\* FAX: 919-733-0640  
An EEO/AA Employer

Office location:  
5200 Administration Building  
116 West Jones Street