

## JOB AID: CHANGE BUDGET - INFORMATION TECHNOLOGY REQUESTS

This job aid describes the process agencies should use to submit requests for information technology requests. OSBM is continuing the two processes introduced in the FY 2020-21 budget instructions: (1) the Agency Budget Change (ABC) List, a high level list for review before proceeding to more detailed submissions, and (2) the streamlined change budget request (Worksheet II) forms.

### Agency Budget Change (ABC) List

The ABC List is a two-step Change Budget request process in which an agency submits key summary information for requests using the ABC List Template prior to submitting more detailed Worksheet II and Worksheet III forms in IBIS.

OSBM analysts will review the ABC List and work with agencies to develop the business case for each request, determine if requests are viable given budgetary and other constraints, and amend requests based on feedback from decision makers. These collaborative discussions will produce a final list of items for which agencies will submit Worksheet IIs and IIIs.

The ABC List template includes separate tabs for operational, capital, R&R, and COVID-19 requests. The first tab, "Instructions", provides guidance on how to complete the form. Each agency should only submit one Agency Budget Change form.

**Agencies that opt into this process are required to share their ABC List with their OSBM budget development analyst by **December 18, 2020**. The deadline for Worksheet II and Worksheet III IBIS submissions for agencies using the ABC List is **January 20, 2021**.**

**Agencies that do not use the ABC List must submit their Worksheet II Change Budget requests through IBIS by **December 18, 2020**.**

### Instructions for Information Technology Requests

For information technology requests, there are submission requirements for both the State CIO and OSBM. These include IT projects or projects where there is an IT component, regardless of funding source. In accordance with Section 3.9 of the North Carolina Budget Manual, all IT projects that exceed \$500,000 in total requirements and for which state funds have not been appropriated must be submitted as an expansion request. This includes projects funded with federal grants or awards and other types of receipts.

Unless an exception is granted by OSBM, the entire project cost for the initiative should be requested within the biennium along with any recurring operations and maintenance (O&M) costs. Agencies should identify the source(s) of funds for each project phase. If the project is not or cannot be fully funded during the biennium, it should be scaled or phased so that each funded phase delivers its predetermined requirements and associated benefits. O&M costs and the source of funds should also be identified for each funded phase. The estimated cost of funding subsequent project phases, to include O&M, should be explained. Funds designated for project costs should be transferred to agency's appropriate 2XXXX IT project budget code after certification in accordance with the [State Budget Manual](#).

If your agency has IT projects that are moving from development to the production and operational phase in FY 2021-23 and require additional funding, requests for system O&M should be submitted as part of the Change Budget Worksheet II expansion request (See the Expansion Request Job Aid for more information).

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### **Background: Information Technology Policy and Statutes**

Information technology is defined as electronic data processing goods and services, telecommunications goods and services, security goods and services, microprocessors, software, information processing, office systems, any services related to the foregoing, and consulting or other services for design or redesign of information technology supporting business processes including personnel ([G.S. 143B-1320\(a\)\(11\)](#)).

[G.S. 143C-3-3](#) sets forth requirements as follows:

Information Technology Request. – In addition to any other information requested by the State Chief Information Officer (State CIO), any State agency requesting significant State resources, as defined by the State CIO, for the purpose of acquiring, operating, or maintaining information technology shall accompany that request with all of the following:

- A statement of its needs for information technology and related resources, including expected improvements to programmatic or business operations, together with a review and evaluation of that statement prepared by the State Chief Information Officer.
- A statement setting forth the requirements for State resources, together with an evaluation of those requirements by the State Chief Information Officer that takes into consideration the State's current technology, the opportunities for technology sharing, the requirements of Article 15 of Chapter 143B of the General Statutes, and any other factors relevant to the analysis, and in cases of an acquisition, an explanation of the method by which the acquisition is to be financed.
- A statement by the State Chief Information Officer that sets forth viable alternatives, if any, for meeting the agency needs in an economical and efficient manner. A statement setting forth the requirements for State resources, together with an evaluation of those requirements, including expected improvements to programmatic or business operations by the Secretary that takes into consideration the State's current technology, the opportunities for technology sharing, the requirements of the General Statutes, and any other factors relevant to the analysis.

In the case of an acquisition, an explanation of the method by which the acquisition is to be financed.

This subsection shall not apply to requests submitted by the General Assembly or the Administrative Office of the Courts.

Refer to the [State Budget Manual](#) for additional details on Information Technology Budget Policies and Procedures.