

**IN THE UNITED STATES FOR THE DISTRICT COURT
FOR THE DISTRICT OF MARYLAND**

KENNETH FITCH, et. al., *

Plaintiffs, *

v. * Case No.: 18-02817-PJM

STATE OF MARYLAND, et. al., *

Defendants. *

* * * * *

SUPPLEMENT TO PLAINTIFFS' REPLY

Dear Clerk,

This supplement is being filed to include exhibits for ECF 229 that had to be divided due to their size.

Respectfully submitted,

September 14, 2023

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DEPARTMENT OF BUDGET & MANAGEMENT
OFFICE OF BUDGET ANALYSIS

Fiscal Year 2020: OPERATING BUDGET SUBMISSION REQUIREMENTS

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- A – Position Reconciliation and Salary Forecast
- B – Budget File
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JUNE 2018

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- Budget Form DA-3A
- Budget Form DA-20
- Budget Form DA-21A
- Budget Form DA-21B
- Budget Form DA-22
- Budget Form DA-23
- Budget Form DA-24
- Budget Form DA-25C
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DEPARTMENT OF BUDGET & MANAGEMENT
OFFICE OF BUDGET ANALYSIS

Section I:

INTRODUCTION AND HIGHLIGHTS

In This Section

- I.1 – Introductory Memo
- I.2 – New for FY 2020
- I.3 – Checklist of Submission Requirements
- I.4 – Operating Budget Calendar
- I.5 – Important Contacts

JUNE 2018

June 22, 2018

TO: All Departments and Independent Agencies

FROM: Department of Budget and Management (DBM)

SUBJECT: FY 2020 Operating Budget Submission Requirements

Since taking office, Governor Hogan has set out clear goals to put the State's finances on the path to long-term sustainability and to establish a more efficient and cost-effective government. Efforts by State agencies to constrain costs, consolidate or streamline activities, and implement efficiencies have played a critical role in our successes, but significant work remains to be done.

Attached are the requirements for submitting agency FY 2020 operating budget requests. In keeping with the Governor's commitment to fiscal discipline, we are asking that you work with your staff to craft an FY 2020 budget proposal that:

- Maximizes efficiencies and identifies potential cost savings;
- Maintains structural budget reductions previously implemented;
- Streamlines operations and, where appropriate, consolidates or eliminates functions and programs; and
- Improves our ability to serve Maryland citizens.

The Office of Budget Analysis (OBA) has been working on the development and implementation of the new enterprise budget system, BARS, and is greatly appreciative of agency participation in the process thus far. Throughout the FY 2020 Budget Submission Requirements document, there will be references to many of the budget creation and submission processes that are moving to the BARS system. Please pay close attention to these changes and do not hesitate to contact your OBA analyst with any questions about the process or BARS.

DBM appreciates your cooperation in this important endeavor.

Reminder: Refer to [Section I.2](#) for a summary of new or revised requirements.

I.2 NEW FOR FY 2020

Throughout this instructions document, the “✎” symbol indicates items that are new for FY 2020 and correspond with this list.

Position Reconciliation Process in BARS

Agencies are asked to perform the Position Reconciliation exercise in BARS. The exercise will allow agencies to compare FY 2020 personnel data to current information in Workday and make adjustments as necessary. **Agency salaries produced by the Position Reconciliation process may result in the agency exceeding its budget target provided by DBM. Agencies are responsible for managing funds following the creation of the Salary Forecast to submit a budget that is at or below the budget target.**

After agencies completed the Position Reconciliation exercise, BARS applied across the board updates as follows:

1. BARS updated position data with salaries based on January 1, 2019 salary schedule and associated fringe value.
2. BARS populated updated Object 01 data in each respective comptroller object by fund based on the PIN fund splits provided with the FY 2020 position data.
3. Salaries and fringes (0101, 0151, 0161, etc...) are “Read Only” based on their calculations from the Position Reconciliation exercise once positions have been established.

See [Section A.1](#) for additional detail.

Agencies with Non-General Funds

As part of collective bargaining, the State negotiated that if FY 2018 revenues exceed the December 2017 estimate by \$75 million employees will receive an additional 0.5% increase and a \$500 bonus effective April 1, 2019. DBM will communicate with agencies how to budget for this should it occur. However, agencies will need to prepare for the cost of this increase and account for the non-general fund cost.

Agencies with non-general funded positions should anticipate the possibility of an FY 2020 COLA and/or increment increase, and should estimate the effect this increase will have on available balances of special and federal fund sources. Historically, annual COLA increases have been around 2%.

As in the past, DBM requests that agencies with health insurance supported by non-general funds prepare for the cost of rate increases by setting aside special and federal fund balance for this expense, accounting for a possible increase.

DBM Billing for the BARS Budget System

Beginning in FY 2020, agencies supported by non-general funds will begin being billed for the operation and maintenance of the BARS budget system. These charges will be made for agencies using the Comptroller Subobject 0897. Funds relating to these charges will not be included in agencies’ targets and will be addressed later in the year during the budget cycle.

Fringe Calculations in BARS (FICA, Retirement Rates, and Unemployment Insurance)

The rates for fringes calculated using a position or contractual position's salary will be automatically calculated within BARS during the Position Reconciliation process based on each position's class code, step, and fund split. See [Section B.14](#) for more detail.

Social Security (FICA) Contributions (0151 and 0213)

The 0151 rate for FY 2019 = 7.28% of regular earnings (0101) up to \$136,769. For an annual salary over \$136,769 the rate is 1.45% of the amount over \$136,769.

The 0213 rate for FY 2019 = 7.65% of each position's salary (0220) up to \$130,223. For an annual salary over \$130,223 the rate is 1.45% of the amount over \$130,223.

Retirement Rates

0161	Employees' Retirement System	19.31% of 0101
0163	Teachers' Retirement System	16.19% of 0101
0165	State Police Retirement System	79.47% of 0101
0166	Judges' Pension System	44.53% of 0101
0168	Optional Retirement/Pension System (TIAA)	7.25% of 0101
0169	Law Enforcement Officers Pension System	41.43% of 0101

Turnover

Turnover on all positions should be considered at the subprogram level (or program level if subprograms are not used) rather than being calculated on individual PINs. This should result in a level of turnover that reflects historical/normal resignation and recruitment activity at the program or subprogram level. See [Section A.2](#) for more detail.

Reorganizations

DBM will only permit agencies to reflect a reorganization in BARS for reorganizations approved by DBM and the Office of Personnel Services and Benefits (OPSB) that is effective July 1 of the current year (July 1, 2018 for the FY 2020 budget request). Additional guidance can be found in [Section A.4](#).

Agency Budget Justifications

Agencies will be submitting the FY 2020 budget through BARS, similar to prior years with HOB0. Many of the DA Forms (now "Supporting Detail" or "SD") and other supporting information previously required are now to be submitted through BARS. In addition to the budget detail and the SD information, agencies should provide additional supporting budget information and detail.

Agencies are strongly encouraged to continue to do whatever work was previously performed outside of the system and shared with DBM prior to FY 2020.

Submission Methodology

Submitting Adjustments in BARS: As indicated in the BARS training, agencies will have an FY 2020 budget target "released" as the "Agency Request" stage in BARS. Agencies can view this baseline and then make adjustments to finalize the request. Agencies will also review and update the FY 2018 and FY 2019 data as separate adjustments as needed.

Targets: Agency General Fund and Special Fund Targets can be viewed in BARS in the Budget Request Module. Specific adjustments will be entered at the line-item level by OBA, while non-specific adjustments will be entered into a “0192” dummy line that agencies will need to redistribute. OBA analysts will help identify where the “0192” line is when agencies are notified they can begin to work on the budget request.

- One example of a non-specific adjustment for most agencies will be the difference between the salary forecast totals and what the agency had budgeted for salaries and fringes based on salaries in FY 2019.
- Agencies must redistribute the “0192” dummy line before the budget submission. This means that funding on that line-item MUST equal zero when the budget request is submitted to OBA.

Budget Development Guidance

In BARS, we reference “targets” in two ways:

- A CSB target, which is the total General Fund and /or Special Fund target for the agency’s entire budget submission. This is what DBM has historically referred to as the agency’s budget target. The full budget submission in BARS will validate to ensure the request does not go over the target amount(s).
- Target adjustments and/or locks, which are specific updates that DBM analysts have entered in BARS to ensure that budget mandates and other specific budget items are properly reflected in the submission. For example, DBM may increase a grant program by \$1 million to reflect the funding level specified in statute through a target adjustment. DBM may also “lock” that line item or subprogram to ensure that the funding stays in the mandated location.

Agencies may have to decrease portions of their budget below the previous year’s expenditure level. Please contact your assigned DBM analyst if you would like guidance for a specific type of expenditure. Agencies should include documentation with the budget request regarding assumptions made about each category of expenditure (Comptroller Object or “subobject”). Please refer to [Section B.14](#) for a list of subobjects and guidance on each. Additional guidance can be found in [Section B.1](#).

Budget Data in BARS:

While BARS includes budget, position and fund source baseline information for all three years, the system does not yet have any Supporting Detail (for example, the DA-22 detail that justifies contractual positions in the budget). **This means that, for this first year in the system only, agencies will need to submit this detail in separate adjustments for all three years.** While this does not save time compared to prior years being outside of the system, *THIS IS THE ONLY YEAR THIS WILL BE NECESSARY.* After this year, the Supporting Detail information will roll over, just like the budget detail.

- FY 2016 and FY 2017 Actual Expenditures – prepopulated by BARS, cannot be adjusted.
- FY 2018 Actual Expenditures – Agencies will have a choice to have this information prepopulated by BARS using a data download from FMIS, OR to use the current FY 2018 budget data as a starting point. ***DBM emphasizes that FMIS data is to serve as a guide but is unlikely to match final FY 2018 actual expenditures because***

of timing as well as mapping issues between PCA codes and subobject level detail. Agencies are asked to correct this data as in previous years by submitting BARS adjustment(s) for FY 2018.

In addition, because the DA-forms are replaced by Supporting Detail (SD) “tabs” in BARS, agencies will need to complete FY 2018 adjustments to enter this supporting information into the system.

- FY 2019 Budget Book Appropriation – prepopulated by BARS from the FY 2019 Legislative Appropriation. Agencies can submit adjustments to restate the FY 2019 appropriation within a program. Realignment within programs are permitted per usual but, ***no budget amendments should be included in this column. New this year, budget amendments will automatically be added by BARS as they are approved.*** Agencies with approved reorganizations should contact their OBA analyst for guidance.

In addition, because the DA-forms are replaced by Supporting Detail (SD) “tabs” in BARS, agencies will need to complete FY 2019 adjustments to enter this supporting information into the system.

- FY 2020 Request – prepopulated by BARS using the FY 2019 Legislative Appropriation, including target adjustments by DBM, updated object 01 data from the Position Reconciliation exercise, as well as “locked” controlled subobjects.

In addition, because the DA-forms are replaced by Supporting Detail (SD) “tabs” in BARS, agencies will need to complete FY 2020 adjustments to enter this supporting information into the system.

See [Section B.2](#) for additional detail.

DA Form Replacements

Contractual Employees Supporting Detail (SD)

The DA-22 has been replaced by the Contractual SD form in BARS. It can be completed in the system at a subprogram level up to unit-wide level. See [Section B.3](#) for more detail.

Vehicles Supporting Detail

The DA-8 has been replaced by the Vehicles SD form in BARS. Agencies must completely fill out the SD form for all replacement and/or additional vehicles. See [Section B.7](#) for more detail.

Contract/Grant Supporting Detail

The DA-23 has been replaced by the Contract/Grant SD form in BARS. Agencies will be responsible for providing complete contract detail for each year for the module. Where contracts are funded in various subprograms or with multiple fund types, there should be an entry for each funding component for each contract. See [Section B.8](#) for more detail.

Real Estate Leases Supporting Detail

The DA-24 has been replaced by the Real Estate Leases SD form in BARS. Agencies must provide complete detail for all non-DGS leases for each subprogram in which funding for rent is budgeted. All information must be entered separately for each lease, existing and proposed, and there must be an entry for each funding component. See [Section B.11](#) for more detail.

Fund File for Non-General Funds

BARS requires that fund source detail be provided in every adjustment made, which means that agencies no longer need to submit separate fund source detail in an Excel template. While users will specify fund sources as they work, they will also have the opportunity to create revenue-only adjustments before submission to DBM to adjust the fund source breakdown after viewing the entire budget before its final submission in the aggregate.

Non-General Fund Submission Requirements

1. Fund Source Detail by Program:
Specify in each BARS adjustment, as well as realign if necessary before submitting the entire Budget Request submission.
2. Fund Source Income and Balance Data for Special Funds Only
Provide the prior year fund balance and three years of income (PY actual and CY/BY estimates) for each individual special fund source.

The DA-3A and the DA-20 forms are no longer required as reports with the needed information will be generated from BARS. BARS will verify that the expenditure amounts submitted in the fund file are exactly the same as the expenditure amounts reported in the budget files at the program level.

See [Section C.1](#) for more detail.

Eliminated DA Forms

The following DA forms are not required and have been eliminated or replaced with reports or modules for FY 2020: DA-1, DA-2, DA-2A, DA-3A, DA-20, DA-21A, DA-21B, DA-22, DA-23, DA-24, DA-25C, DA-28, and DA-29 are no longer required

Budget Amendments

Beginning July 1, 2018, agencies will be using BARS to submit budget amendments. Agencies are no longer required to submit a DA-28 form to get prior approval for submitting budget amendments. However, agencies are encouraged to discuss any proposed budget amendment submissions with their budget analyst. See [Section B.2](#) for additional detail.

Chart of Accounts Data Changes

Agencies are encouraged to review their agency's units, programs, subprograms, or agency subobjects in BARS through the Agency Administration - COA Maintenance tab. The BARS Chart of Accounts (COA) must be up-to-date in order for an agency to select valid account codes when making adjustments. See [Section B.2](#) for additional detail.

Over-the-Target Requests

As in FY 2019, there is a limit of ONE over-the-target request for FY 2020. Multiple requests should not be combined into a single item. Any request must be submitted to DBM using an Over the Target adjustment in BARS. The information supplied in this BARS adjustment will be used by DBM staff to understand both the costs and programmatic impacts of the request. **Over-the-target requests in excess of one will not be reviewed, and multiple items should not be combined into one request.** See [Section D.1](#) for additional detail.

Adjustments to Current Year Appropriations

Agencies are asked to submit Current Year Appropriation requests through BARS using the Budget Amendment adjustment type or a Deficiency adjustment type. The FY 2019 Working Appropriation should be limited to amendments that have been approved at the time of submission. A COLA or SLEOLA amendment may be approved at this time. See [Section D.8](#) for additional detail.

Agency Reductions

Agencies are asked to submit Agency Reduction adjustments in BARS, which will be sent to DBM with the FY 2020 budget submission. Agencies must submit a set of reduction options that total to the target, and individual reduction “options” should be submitted as separate adjustments in BARS. **Agencies should not combine all reductions options into a single BARS Agency Reduction adjustment.**

I.3 CHECKLIST OF SUBMISSION REQUIREMENTS

(Attach to each budget submission)

Submitted Electronically

⚡ Because of the level of budget detail captured by the BARS budget system, State agencies are no longer required to submit hard copies of the budget submission. However, please use this checklist for reference of what budget submission requirements are still required to be submitted electronically outside of the BARS system.

Submission Requirement

<input type="checkbox"/>	DA-25A and DA-25B: Pay Plan Adjustment or New Classification Request: <u>Justification</u> , and <u>Details & Summary</u> (email to Kurt Stolzenbach: kurt.stolzenbach@maryland.gov & to analyst)
<input type="checkbox"/>	Organizational Chart (email to Kim Grandy: kim.grandy@maryland.gov & to analyst)
<input type="checkbox"/>	DA-27: Indirect Cost Recovery and Reversion Reporting (email to analyst)
<input type="checkbox"/>	MFR submission documents (email to oba.mfr@maryland.gov & to analyst)

⚡ **REMINDER: the DA-1, DA-2, DA-3A, DA-8, DA-20, DA-21A, DA-21B, DA-22, DA-23, DA-24 and DA-28 supporting detail forms are no longer necessary as this information is now captured in the BARS budget system.**

I.4 OPERATING BUDGET CALENDAR

Mid-April – June	<p>Budget submission requirements and budget targets developed by Office of Budget Analysis (OBA)</p> <ul style="list-style-type: none"> • OBA determines projected expenditures and revenues for the current level of service • OBA considers items in addition to the current level of service, which might be necessary in the next fiscal year - agencies may be asked for information about such items • OBA reviews data and determines budget target
May 29 – June 22	Agencies update personnel data through the Position Reconciliation exercise in BARS
End of May	Legislative appropriations finalized
June 26, 27	Budget submission requirements meetings
July 1	Fiscal Digest available on DBM website
Early July	Budget targets, including salary data calculated from Position Reconciliation, released to agencies in BARS
July – August	Agencies prepare budget submissions
August – September	PY 18 CPB Actuals Review and Update
September	Agency budget requests due to OBA
October – November	Agency budget hearings
December – Mid-January	<p>Governor’s Allowance created</p> <ul style="list-style-type: none"> • Decisions regarding agency budgets and statewide issues are finalized by the Governor and senior staff • OBA prepares the Governor’s Allowance budget and various complementary publications
3rd Wednesday in January, or 10 days after the 2 nd Wednesday if a newly elected Governor	<p>Introduction of the Governor’s Budget</p> <p>Press conference by the Governor</p> <p>Budget on DBM website</p>
January – Early April	<p>Legislative Session & Supplemental Budget</p> <ul style="list-style-type: none"> • General Assembly holds public hearings on the Governor’s budget and recommends reductions • Agencies submit supplemental budget requests • Governor may introduce supplemental budget • General Assembly passes amended version of the Governor’s Budget

I.5 IMPORTANT CONTACTS

Please do not hesitate to contact your OBA budget analyst with any questions you have about the budget submission requirements or other issues that arise.

TOPIC	CONTACT	E-MAIL	PHONE
General Questions	Your OBA Budget Analyst		
Physical Budget Submission Drop-Off (No Longer Required)	Angela Miller; see Section I.3	Angela.miller@maryland.gov	410-260-7302
BARS Questions	Your OBA Budget Analyst		
Position Reconciliation and Salary Forecast	Kurt Stolzenbach	dlbudgethelp_dbm@maryland.gov	410-260-7416
Pay Plan Adjustments and New Classifications	Kurt Stolzenbach	Kurt.stolzenbach@maryland.gov	410-260-7416
Salary Tables	Kim Grandy	Kim.grandy@maryland.gov	410-260-7277
DoIT Telecommunications	Russell Mueller	Russell.mueller@maryland.gov	410-697-9642
SEIF/State Agency Loan Program/Energy Performance Contracts	Breanna Browne	Breanna.browne@maryland.gov	410-260-7537
Vehicle Requests and DA-8 Forms	Kim Grandy	Kim.grandy@maryland.gov	410-260-7277
DBM Fleet Administration	Joe Consoli	Joseph.consoli@maryland.gov	410-260-7195
Equipment Financing	Christian Lund	Clund@treasurer.state.md.us	410-260-7920
DGS Lease Management	Robert Suit	Robert.suit@maryland.gov	410-767-1819
DGS Operational Maintenance	Courtney League	Courtney.league@maryland.gov	410-767-5516
Local Aid Submissions	Nathan Bowen	Nathan.bowen@maryland.gov	410-260-7580
State Funding and Accountability Act	Beth McCoy	Beth.mccoy1@maryland.gov	410-260-7582
Indirect Cost Recovery and Reversion Reporting	Michelle Pack	Michelle.pack2@maryland.gov	410-260-7417
Statement of Dedicated Funds	Emily Vianna	Emily.vianna@maryland.gov	410-260-7369
Managing for Results	Kelsey Goering Bridget Patton	Kelsey.goering@maryland.gov Bridget.patton@maryland.gov	410-260-7481 410-974-3726



DEPARTMENT OF BUDGET & MANAGEMENT
OFFICE OF BUDGET ANALYSIS

Section A:

POSITION RECONCILIATION AND SALARY FORECAST

In This Section

- A.1 – Salary Forecast and PIN Budgeting – Object 01
- A.2 – Fringe Benefits – Object 01
- A.3 – Pay Plan Adjustments and New Classifications
- A.4 – Reorganizations
- A.5 – Salary Tables

JUNE 2018

A.1 SALARY FORECAST AND PIN BUDGETING – OBJECT 01

During the spring, agencies completed a Position Reconciliation exercise in BARS to update the FY 2019 personnel data that served as the baseline for the FY 2020 personnel budget request. Agencies made adjustments for any position data elements that need to be updated. During this process, DBM also asked agencies to confirm the 3-year position FTE allocation by program, or Position Control (POSCON), to ensure DBM's records are correct.

After agencies completed the Position Reconciliation exercise, BARS applied across the board updates as follows:

1. BARS updated position data with salaries based on the January 1, 2019 salary schedule and associated fringe value.
2. BARS populated updated Object 01 data in each respective comptroller object by fund based on the PIN fund splits provided with the FY 2020 position data.
3. Salaries and fringes (0101, 0151, 0161, etc...) are "Read Only" based on their calculations from the Position Reconciliation exercise once positions have been established.

OBA provides the following guidance regarding position realignment between programs as agencies work on the budget submission in BARS for FYs 2018, 2019, and 2020:

- FY 2020:** Agencies may realign positions between programs provided the FTE counts are equal to the POSCON agency total. ***However, this action is highly discouraged as agencies reconciled position data during the spring. DBM recommends that agencies do not take the additional effort to further realign positions.***
- FY 2019:** DBM will limit FY 2019 adjustments to material changes such as DBM approved reorganizations. Agencies may only realign positions between programs through a FY 2019 budget amendment adjustment so that Object 01 position and budget data reconcile. Contact your DBM analyst if you want to implement a FY 2019 position realignment – DBM discourages mid-year reorganizations.
- FY 2018:** DBM will limit FY 2018 adjustments to material changes such as DBM approved reorganizations.

Salaries Tables for the FY 2020 Budget

Refer to [Section A.5](#) for salary rates.

- The salary schedule effective January 1, 2019 is the basis for FY 2020 salaries in BARS and incorporates:
 - annualized Cost of Living Adjustments (COLA) (as of January 1, 2019),
 - any approved FY 2019 Annual Salary Review adjustments (as of July 1, 2018), and
 - annualized State Law Enforcement Officer's Labor Alliance Bargaining provisions.
- Agencies should not budget additional funds for any FY 2020 collective bargaining agreement adjustments. The Department of Budget and Management will include any adjustments resulting from FY 2020 collective bargaining negotiations, including an FY 2020 COLA or step increases. ***Agencies with non-general funded positions should anticipate the possibility of an FY 2020 COLA and/or increment increase, and should estimate the***

effect this increase will have on available balances of special and federal fund sources. Historically, annual COLA increases have been around 2%.

As part of collective bargaining, the State negotiated that if FY 2018 revenues exceed the December 2017 estimate by \$75 million employees will receive an additional 0.5% increase and a \$500 bonus effective April 1, 2019. DBM will communicate with agencies how to budget for this should it occur. However, agencies will need to prepare for the cost of this increase and account for the non-general fund cost.

FY 2018 Salary Data

Agencies need to review actual amounts expended for regular earnings (subobject 0101) by program and class code for publication in the Governor's Budget Books. DBM will combine the data from Central Payroll with the BARS position inventory FY 2018 Actual FTE as of June 30, 2018. DBM will also provide detailed FTE data by PIN to assist the agency's reconciliation.

Agencies will be asked in August to ensure FY 2018 FTE counts, class codes, and salaries are correct or as accurate possible. These data will not reflect R*STARS adjustments or merging of salaries for a reclassified position. (For example: an Office Secretary II became an Office Secretary III and the two salaries need to be merged with the position record.)

Agencies should create a BARS adjustment(s) to realign position FTE or salary data by program if needed. DBM expects agencies to submit the reviewed FY 2018 salary data with the budget submission and will provide more detailed guidance to agencies in August.

A.1.1 ADDITIONAL FY 2020 PERSONNEL BUDGET DATA

Agency budget submissions include both regular earnings (subobject 0101) as well as additional earnings such as additional assistance, overtime, shift differential, miscellaneous adjustments and reclassifications. **It is critical that agencies properly calculate fringes for these different types of earnings and budget the corresponding fringes in the correct subobject.** Detailed guidance on fringe calculations can be found in [Section A.2](#). Below is an outline of which fringes should be calculated on each salaries and wages subobject.

As introduced in FY 2019, DBM is specifying that FICA (subobject 0151) in BARS will only be calculated on regular earnings (0101), while FICA for other earnings subobjects should be budgeted within the subobject.

Subobject Name	Subobject	Fringe Calculations Based on Earnings			
		FICA/Social Security	Retirement	Unemployment Insurance	Turnover
Regular Earnings	0101	0151	0161-0169	0174	0189
Additional Assistance	0102	0102	Do not budget	Do not budget	Do not budget
Overtime Earnings	0104	0104			
Shift Differential	0105	0105			
Miscellaneous Adjustments	0110	0110			
Accrued Leave Payouts	0111	0111			
Reclassifications	0112	0112	0112	0112	0112

Miscellaneous Adjustments (Comptroller Object 0110): This object is for salary adjustments that are not categorized in any of the specific Object 01 Salaries and Wages Comptroller Objects.

Accrued Leave Payout (Comptroller Object 0111): This object is used for accrued leave payout for long-term employees who leave State service. Agencies should use this subobject to account for accrued leave payouts for the FY 2019 budget book appropriation and the FY 2020 budget request. Actual expenditures for FY 2018 will be included in 0101, Salary Payments.

Please adhere to OMB Circular A-87, Title 2 of Code of Federal Regulations, when budgeting for accrued leave payouts related to federal funded positions. Some portions of leave/severance payments cannot be charged directly to federal programs because such charges violate this regulation. The pertinent sections of the regulation are copied below.

Appendix B to Part 225, 8.d.:

(2) The cost of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, sick leave, holidays, court leave, military leave, and other similar benefits, are allowable if: (a) they are provided under established written leave policies; (b) the costs are equitably allocated to all related activities, including Federal awards; and, (c) the accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the governmental unit.

(3) When a governmental unit uses the cash basis of accounting, the cost of leave is recognized in the period that the leave is taken and paid for. Payments for unused leave when an employee retires or terminates employment are allowable in the year of payment provided they are allocated as a general administrative expense to all activities of the governmental unit or component.

(4) The accrual basis may be only used for those types of leave for which a liability as defined by Generally Accepted Accounting Principles (GAAP) exists when the leave is earned. When a governmental unit uses the accrual basis of accounting, in accordance with GAAP, allowable leave costs are the lesser of the amount accrued or funded.

https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/federal_register/FR2005/083105_a87.pdf

Reclassification (Comptroller Object 0112): This is used for reclassifications and/or for funding a position(s) above the base salary reflected in BARS after the Position Reconciliation exercise. Agencies should account for reclassification costs for FY 2019 and FY 2020 (actual expenditures will appear as salary payments) within the FY 2020 budget request. ***Please ensure all fringe benefits associated with any changes in 0112 are budgeted in 0112.***

New Position Requests

Agencies must submit new position requests as an over-the-target request through a BARS Agency Adjustment - Over-the-Target adjustment type. Every effort should be made to meet agency needs within the existing workforce before requesting new positions. ALL new position requests, including contractual conversions, must be requested as over-the-target items. The over-the-target requests must be limited to demands from major workload growth already in effect, new facilities already approved, new mandates, program transfers that cannot be met by reallocations, and federal contracts and grants.

Any new position, if approved, will be updated in BARS through DBM's approval of the agency's over-the-target adjustment item in December. The BARS adjustment requires R*STARS location, number of positions (decimal equivalent), class code, step, increment month, retirement code, fund type percentage and justification. New positions, other than contractual conversions, are to be requested at the base salary even though recruitment for the position may be planned at a higher step. The agency can budget the salary and fringe difference in comptroller subobject 0112 – Reclassifications if the agency plans to hire the position above base. Contractual conversions should be budgeted no greater than one step above the grade/step of the current contract.

All of the following conditions must be met for new position requests to be given consideration:

- There is a justified need for and a benefit from the new position (quantifiable workload).
- The work cannot be absorbed by existing staff, student help, patient/inmate labor, or positions reallocated from other areas (program discontinuations or excessive vacancies).
- The function is expected to be needed for at least three fiscal years.
- The need is for a full-time employee at least 40 weeks during the year.
- The funding for the position (federal/private/local government grant program or student government fees) is reasonably expected to be available for more than three years.
- The budgeted turnover rate for the agency does not exceed 5.9%.

Please feel free to contact your DBM analyst for process clarification as requesting additional positions through BARS is a new process.

Contractual Conversions

Agencies may request contractual conversions as an over-the-target and only as part of an overall staffing plan that eventually significantly reduces the total number of authorized contractual FTEs. New positions may be requested to replace contractual employees (subobject 0220) only when all of the following conditions are met:

- There is a justified need for an employee.
- The employee is not student help, patient labor, or an inmate.
- The function is expected to be needed for at least three fiscal years.
- The need is for a full-time employee, or at least 32 hours a week, for 40 weeks during the year.
- The funding for the position (federal/private/local government grant program or student government fees) is reasonably expected to be available for more than three years.
- The contract position and funding were approved in the FY 2018 legislative appropriation.
- Funding for the conversion is currently included in object 02 within the general fund target and there is a corresponding reduction in contractual services (object 02) if the conversion is approved. The amount for a new position must include health insurance (0152), retiree health insurance (0154), FICA (0151), retirement (0161, 0163, 0165, 0168, 0169), unemployment compensation (0174), and turnover (0189). Do not include any amount for workers' compensation (0175).
- Agencies should give priority for contractual conversions to existing workers who have been working in a contractual capacity for at least two years.
- Agencies are expected to include in the over-the-target request how 1.5 authorized contractual positions will be eliminated for each requested contractual conversion to a PIN, including specific contractual PIN numbers from Workday.

FY 2020 Operating Budget Submission Requirements

A.2 FRINGE BENEFITS – OBJECT 01**✎ FICA Contributions (0151)**

Subobject 0151 – FICA will be automatically calculated within BARS during the Position Reconciliation process based on each position's class code and step. The calculations performed by BARS are as follows:

- (1) If the total of 0101 for one position is equal to or less than \$136,769, multiply the sum by 0.0728. The result is the amount for 0151 for one position.
- (2) If the total of 0101 for one position exceeds \$136,769:
 - a. Multiply \$136,769 by 0.0728.
 - b. Multiply the difference between the annual salary and \$136,769 by 0.0145.
 - c. Add the result of these calculations to get the total 0151 for one position.

The rate and ceiling used for regular payroll employees reflect an adjustment for the non-taxability of certain employee-paid health insurance and "spending account" items.

Employee Health Insurance (0152) and Retiree Health Insurance (0154)

BARS will validate that agencies budget employee health insurance (0152) and retiree health insurance (0154) at the same level as the FY 2019 legislative appropriation. **Specifically, the agency budget submission for 0152 and 0154 must reconcile agency-wide with FY 2019, by fund type.** Like other controlled subobjects, DBM will determine the final health insurance rate, with agency input, for each agency in December. Agencies are not required to submit a DA-2A (health insurance rate calculation) with the FY 2020 budget submission. Note that BARS includes these values already populated. Agencies are encouraged to realign the health insurance request to programs with budgeted positions.

As in the past, DBM requests that agencies with health insurance supported by non-general funds prepare for the cost of rate increases by setting aside special and federal fund balance for this expense, accounting for a possible increase.

Note: Retiree health insurance amounts paid directly to vendors by the agency are to be requested in R*STARS Comptroller Object 0153 and shall be calculated in accordance with each contractual agreement in effect. The terms of the agreement are to be specifically provided using a line item comment in BARS along with the calculation used to arrive at the per-employee cost.

Pay for Performance Bonuses (0156)

Do not budget in FY 2020.

Other Post-Employment Benefits (0157)

Do not budget in FY 2020.

FY 2020 Operating Budget Submission Requirements

✎ Retirement/Pension Systems

Retirement subobjects will be calculated within BARS during the Position Reconciliation process based on each position's class code, step and retirement code. The calculations performed by BARS are as follows:

Request amount of subobject 0101 X Percentage listed in [Section B.14](#) for the specific retirement program as listed below

<u>SUBJECT</u>	<u>SUBJECT TITLE</u>
0161	Employee, Correctional Officer, and Legislative Retirement Systems
0163	Teachers' Retirement System
0165	State Police Retirement System
0166	Judges' Pension System (including Magistrates)
0167	Mass Transit Administration Pension System
0168	Optional Retirement/Pension System (TIAA)
0169	Natural Resources Law Enforcement Officer Pension System
0170	Other Retirement Systems
0171	Other Pension Systems

Note: Comptroller Objects 0162 and 0164 are not to be used for requesting retirement and pension allowances.

Deferred Compensation (Comptroller Object 0172)

Do not budget in FY 2020.

✎ Unemployment Compensation Insurance (Comptroller Object 0174)

Subject 0174 – UI will be calculated within BARS during the Position Reconciliation process based on each position's class code and step. Amounts relating to the regular payroll will be computed by:

Amount requested for Comptroller Object 0101 X 0.28% ([Section B.14](#))

Workers' Compensation Premiums (Comptroller Object 0175)

The FY 2020 amounts and fund distribution will be pre-populated in BARS at the same level as the FY 2019 legislative appropriation. DBM will adjust this subobject after the FY 2020 budget submission. **This is the case even if you have information that the amount will be lower in FY 2020.**

✎ Turnover (Comptroller Object 0189)

NEW FOR FY 2020 – Turnover on all positions should be considered at the subprogram level (or program level if subprograms are not used) rather than being calculated on individual PINs. This will result in a level of turnover that reflects historical/normal resignation and recruitment activity at the subprogram or program level. The turnover rate used for the subprogram or program must be reported using a line item comment in BARS. **Turnover should not be used as a “plug” figure to meet the GENERAL FUND target unless you are prepared to live with the higher rate.**

FY 2020 Operating Budget Submission Requirements

Turnover should be computed using the sum of the following Comptroller Objects:

- Regular Earnings (Comptroller Object 0101)
- Social Security Contributions (Comptroller Object 0151)
- All applicable retirement/pension systems (Comptroller Objects 0161-0171)
- Unemployment Insurance (Comptroller Object 0174)

HEALTH INSURANCE (0152) AND STATE SUBSIDY FOR RETIREES' HEALTH INSURANCE (0154) ARE NOT INCLUDED IN THE TURNOVER CALCULATION.

The following example should be used if turnover for new positions is combined with turnover on existing positions. The different rates and the amounts that apply should be reported.

\$335,623 (salary and fringes on current positions)	X	-3% for current positions	= (\$10,069)
added to			
\$31,323 (salary and fringes of new positions)	X	-25% for new positions	= (\$7,831)
EQUALS TURNOVER OF			(\$17,900)

The turnover amount should be entered as a negative amount in Comptroller Object 0189.
BARS will also include a tool for calculating and applying turnover rates across programs, units, and agency-wide.

Other Fringe Benefit Costs (Comptroller Object 0199)

Use for fringe benefit costs that are not categorized within any of the specific Object 01, Salaries and Wages, Comptroller Objects. Agency should include supporting justification for such a request using the comment field in BARS

For information regarding benefits for Contractual Employees, please see [Section B.3](#).

All fringe benefits rates are listed in [Section B.14](#).

A.3 PAY PLAN ADJUSTMENTS AND NEW CLASSIFICATIONS

Agency requests for pay plan and salary adjustments to existing classifications and for the creation of new classifications must be submitted as part of the FY 2020 budget request. Agency requests for pay plan adjustments outside the budget process will be considered only in order to address an immediate necessity that, if not addressed, will significantly impede the agency from achieving its mission, goals, and objectives.

Agencies must complete [DA-25A](#) and [DA-25B](#) forms when requesting a salary adjustment to one or more job classifications or the creation of one or more classifications in FY 2020. **If salary adjustments are approved by DBM and the Governor, DBM will include related funding in the DBM budget, and if approved by the General Assembly, will disburse funding to the requesting agency via a budget amendment at the beginning of the fiscal year.**

DA-25A Form – WORD Document: This form is used to provide sufficient supporting justification for the request by addressing the following items:

1. Why are the pay plan adjustments or new classifications necessary? Why is this job series critical to the agency or program goals and objectives? The explanation should outline how the current or proposed salary structures will impact the outcomes for the agency and/or program (list the specific Managing for Results goal, objective, and measures).
2. List any alternatives to address the issues that would not require the establishment of a new classification series or salary adjustment. List steps that have been taken to address recruitment and retention issues with existing resources.
3. List the impact of this proposal on other classifications within the agency.
4. Provide any additional documentation that supports this request.

DA-25B Form – EXCEL Document: This form is used by agencies to outline specific positions and costs associated with the request. The following information is required:

1. List **current** grade, step, and salary by PIN to be impacted by the pay plan adjustment.
2. List **proposed** grade, step, and salary by PIN to be impacted by the pay plan adjustment.
3. Outline the fringe benefit costs associated with the proposed pay plan adjustment.

Requests must be submitted electronically in priority order to Kurt Stolzenbach at DBM: kurt.stolzenbach@maryland.gov, copying your budget analyst at OBA. It is not necessary for agencies to submit duplicate requests to the Office of Personnel Services and Benefits (OPSB). OBA works closely with OPSB to review requests for pay plan adjustments or new classifications and provides OPSB with the supporting documentation to review such requests.

A.4 REORGANIZATIONS

✎ The Department of Budget and Management (DBM) will only permit agencies to reflect a reorganization in BARS for reorganizations approved by DBM and the Office of Personnel Services and Benefits (OPSB) that is effective July 1 of the current year (July 1, 2018 for the FY 2020 budget request). This policy will avoid mid-year reorganizations that make reconciliation difficult for position and budget data as the Central Payroll and FMIS source data reflect both the old and new organizational structure.

An agency reorganization is defined as a change in the organizational structure of an existing unit, section, program or division within an agency or department or State principal service operation that creates new supervisory, managerial, or executive positions or results in the realignment of existing supervisory, managerial, or executive positions. These reorganizations typically create new reporting relationships for supervisors, managers, or executives and prompt a request to upgrade existing positions or create new and higher-level classifications.

Agency reorganizations that impact the salary level of a position or positions will require approval of the Office of Budget Analysis (OBA) within the Department of Budget and Management (DBM). **Agencies must obtain OBA approval prior to the Office of Personnel Services and Benefits (OPSB) review of the appropriateness of the requested salary level(s).**

During FY 2019, agencies should submit reorganizations no later than March 1, 2019 so that the proposal can be reviewed. If the proposed reorganization is approved, the new account code structure can be implemented within Workday and FMIS effective for July 1, 2019. The proposal should be forwarded to the OBA budget analyst for review of funding and organizational design. The proposal should include at a minimum:

1. The existing organization chart for the unit, division, program, or section affected.
2. The proposed new organization chart for the unit, division, program or section affected.
3. A justification for the proposal to include:
 - a. How the proposed change of organization or reporting relationships will benefit the agency; and
 - b. How the proposed change of organization or reporting relationships will promote efficient operations for the agency.
4. Estimates of the additional costs (or savings) of the proposed change of organization or reporting relationships for both:
 - a. the balance of the current fiscal year, and
 - b. the next fiscal year.
5. Designation of where the funds for any additional costs will come from by fiscal year.

Once approved by OBA, the agency may submit any reclassification requests associated with the reorganization to the Classification and Salary Division (CAS) within DBM's OPSB. Reclassification requests associated with reorganization that are submitted to CAS without the required OBA approval will be returned to the agency.

Reorganizations Approved Effective July 1, 2018

DBM will assist the agency to coordinate the implementation of the reorganization in BARS as part of the FY 2020 budget process. The reorganizational realignment is to be reflected for all three fiscal years (FY 2018 Actual, FY 2019 Working Appropriation and FY 2020 Request) in both the salary and budget data. The data for the three years will be adjusted through the following process for each fiscal year:

FY 2020: agency will reflect the reorganization as part of the position reconciliation process submitted in June by 1) moving the positions by PIN; 2) realigning appropriation; and 3) updates revenue source as appropriate

FY 2019: agency will create a BARS budget amendment adjustment that 1) moves the positions by PIN; 2) realigns appropriation; and 3) updates revenue source as appropriate.

FY 2018: agency will create a BARS adjustment that 1) moves the positions by class code; 2) realigns appropriation; and 3) updates revenue source as appropriate.

**A.5.1 - STATE OF MARYLAND
STANDARD SALARY SCHEDULE
Annual Rates Effective January 1, 2019**

GRADE PROFILE	MID POINT										THIRD QUARTILE										
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20	
STD 0005	\$23,162	\$23,949	\$24,768	\$25,619	\$26,503	\$27,424	\$27,904	\$28,390	\$28,890	\$29,397	\$29,916	\$30,445	\$30,982	\$31,533	\$32,094	\$32,665	\$33,248	\$33,844	\$34,449	\$35,066	\$35,696
STD 0006	\$24,538	\$25,381	\$26,254	\$27,168	\$28,113	\$29,098	\$29,611	\$30,133	\$30,668	\$31,209	\$31,765	\$32,331	\$32,909	\$33,494	\$34,095	\$34,709	\$35,333	\$35,970	\$36,615	\$37,276	\$37,949
STD 0007	\$26,013	\$26,914	\$27,851	\$28,826	\$29,840	\$30,894	\$31,441	\$32,000	\$32,570	\$33,153	\$33,746	\$34,352	\$34,967	\$35,596	\$36,241	\$36,895	\$37,563	\$38,245	\$38,939	\$39,647	\$40,366
STD 0008	\$27,589	\$28,554	\$29,556	\$30,598	\$31,683	\$32,811	\$33,396	\$33,994	\$34,604	\$35,227	\$35,862	\$36,509	\$37,170	\$37,842	\$38,530	\$39,232	\$39,946	\$40,676	\$41,418	\$42,173	\$42,945
STD 0009	\$29,277	\$30,308	\$31,381	\$32,496	\$33,656	\$34,864	\$35,491	\$36,132	\$36,783	\$37,450	\$38,128	\$38,823	\$39,529	\$40,248	\$40,985	\$41,735	\$42,498	\$43,278	\$44,074	\$44,885	\$45,709
STD 0010	\$31,082	\$32,185	\$33,333	\$34,527	\$35,770	\$37,060	\$37,732	\$38,416	\$39,113	\$39,827	\$40,556	\$41,296	\$42,053	\$42,824	\$43,609	\$44,412	\$45,230	\$46,064	\$46,914	\$47,782	\$48,665
STD 0011	\$33,012	\$34,195	\$35,422	\$36,700	\$38,026	\$39,409	\$40,128	\$40,861	\$41,608	\$42,372	\$43,148	\$43,942	\$44,750	\$45,575	\$46,418	\$47,277	\$48,154	\$49,048	\$49,960	\$50,888	\$51,836
STD 0012	\$35,078	\$36,342	\$37,657	\$39,024	\$40,448	\$41,925	\$42,693	\$43,476	\$44,278	\$45,090	\$45,924	\$46,773	\$47,638	\$48,521	\$49,423	\$50,343	\$51,278	\$52,234	\$53,227	\$54,239	\$55,270
STD 0013	\$37,289	\$38,642	\$40,050	\$41,512	\$43,030	\$44,613	\$45,436	\$46,274	\$47,133	\$48,005	\$48,894	\$49,802	\$50,729	\$51,673	\$52,645	\$53,648	\$54,670	\$55,712	\$56,776	\$57,860	\$58,965
STD 0014	\$39,658	\$41,104	\$42,610	\$44,174	\$45,800	\$47,492	\$48,374	\$49,271	\$50,188	\$51,123	\$52,073	\$53,061	\$54,073	\$55,107	\$56,158	\$57,231	\$58,326	\$59,442	\$60,580	\$61,741	\$62,925
STD 0015	\$42,186	\$43,738	\$45,347	\$47,020	\$48,764	\$50,575	\$51,517	\$52,482	\$53,483	\$54,500	\$55,541	\$56,601	\$57,681	\$58,786	\$59,911	\$61,059	\$62,230	\$63,423	\$64,639	\$65,880	\$67,144
STD 0016	\$44,898	\$46,554	\$48,280	\$50,070	\$51,934	\$53,903	\$54,933	\$55,982	\$57,050	\$58,139	\$59,253	\$60,387	\$61,547	\$62,727	\$63,930	\$65,158	\$66,413	\$67,691	\$68,992	\$70,318	\$71,671
STD 0017	\$47,795	\$49,567	\$51,412	\$53,351	\$55,384	\$57,502	\$58,601	\$59,719	\$60,864	\$62,032	\$63,223	\$64,435	\$65,675	\$66,938	\$68,226	\$69,539	\$70,882	\$72,247	\$73,643	\$75,065	\$76,513
STD 0018	\$50,897	\$52,807	\$54,819	\$56,912	\$59,088	\$61,350	\$62,528	\$63,724	\$64,952	\$66,201	\$67,475	\$68,774	\$70,098	\$71,450	\$72,827	\$74,233	\$75,667	\$77,130	\$78,620	\$80,140	\$81,690
STD 0019	\$54,257	\$56,328	\$58,482	\$60,718	\$63,045	\$65,468	\$66,725	\$68,011	\$69,323	\$70,659	\$72,020	\$73,412	\$74,829	\$76,275	\$77,749	\$79,253	\$80,790	\$82,330	\$83,892	\$85,488	\$87,119
STD 0020	\$57,878	\$60,095	\$62,396	\$64,793	\$67,284	\$69,875	\$71,222	\$72,596	\$73,997	\$75,425	\$76,885	\$78,371	\$79,889	\$81,432	\$82,980	\$84,560	\$86,169	\$87,809	\$89,484	\$91,188	\$92,920
STD 0021	\$61,754	\$64,125	\$66,592	\$69,152	\$71,818	\$74,589	\$76,031	\$77,502	\$79,003	\$80,532	\$82,073	\$83,634	\$85,225	\$86,848	\$88,505	\$90,193	\$91,915	\$93,672	\$95,462	\$97,288	\$99,148
STD 0022	\$65,901	\$68,436	\$71,073	\$73,817	\$76,669	\$79,636	\$81,177	\$82,720	\$84,293	\$85,898	\$87,534	\$89,205	\$90,905	\$92,644	\$94,416	\$96,222	\$98,067	\$99,948	\$101,867	\$103,822	\$105,818
STD 0023	\$70,339	\$73,053	\$75,875	\$78,808	\$81,848	\$84,960	\$86,577	\$88,225	\$89,909	\$91,626	\$93,379	\$95,165	\$96,986	\$98,848	\$100,742	\$102,674	\$104,647	\$106,659	\$108,713	\$110,808	\$112,944
STD 0024	\$75,085	\$77,990	\$81,010	\$84,091	\$87,292	\$90,621	\$92,352	\$94,121	\$95,920	\$97,757	\$99,631	\$101,540	\$103,493	\$105,482	\$107,510	\$109,578	\$111,689	\$113,845	\$116,039	\$118,279	\$120,561
STD 0025	\$80,167	\$83,232	\$86,399	\$89,692	\$93,118	\$96,681	\$98,532	\$100,425	\$102,350	\$104,316	\$106,320	\$108,365	\$110,452	\$112,581	\$114,750	\$116,965	\$119,221	\$121,525	\$123,873	\$126,268	\$128,710
STD 0026	\$85,513	\$88,775	\$92,162	\$95,687	\$99,354	\$103,165	\$105,146	\$107,168	\$109,229	\$111,335	\$113,479	\$115,667	\$117,899	\$120,178	\$122,499	\$124,866	\$127,285	\$129,752	\$132,266	\$134,830	\$137,444

A.5.2 - STATE OF MARYLAND EXECUTIVE PAY PLAN Annual Rates Effective January 1, 2019					
Grade Profile	Scale	Minimum	Midpoint	Maximum	
EPP 0001	ES4	\$81,553	\$95,143	\$108,737	
EPP 0002	ES5	\$87,621	\$102,258	\$116,892	
EPP 0003	ES6	\$94,180	\$109,941	\$125,701	
EPP 0004	ES7	\$101,261	\$118,242	\$135,221	
EPP 0005	ES8	\$108,909	\$127,206	\$145,499	
EPP 0006	ES9	\$117,172	\$136,888	\$156,603	
EPP 0007	ES10	\$126,091	\$147,341	\$168,587	
EPP 0008	ES11	\$135,731	\$158,633	\$181,537	
EPP 0009	EX91	\$156,088	\$209,046	\$262,004	

**A.5.3 - STATE OF MARYLAND
PHYSICIAN SALARY SCHEDULE
Annual Rates Effective January 1, 2019**

Grade Profile	SCALE	BASE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	MID POINT STEP 7	STEP 8	STEP 9	THIRD QUAR TILE STEP 10	STEP 11	STEP 12	STEP 13
PHY 0001	0031	\$86,035	\$89,439	\$92,844	\$96,528	\$100,211	\$104,195	\$108,178	\$112,487	\$116,794	\$121,453	\$126,112	\$131,150	\$136,189	\$141,425
PHY 0002	0032	\$92,721	\$96,399	\$100,076	\$104,053	\$108,031	\$112,334	\$116,635	\$121,289	\$125,940	\$130,973	\$136,002	\$141,446	\$146,888	\$152,544
PHY 0003	0033	\$99,941	\$103,914	\$107,885	\$112,181	\$116,477	\$121,123	\$125,768	\$130,794	\$135,819	\$141,252	\$146,685	\$152,562	\$158,441	\$164,548
PHY 0004	0034	\$107,739	\$112,029	\$116,317	\$120,959	\$125,597	\$130,616	\$135,634	\$141,058	\$146,485	\$152,356	\$158,225	\$164,572	\$170,919	\$177,515
PHY 0005	0035	\$116,158	\$120,795	\$125,427	\$130,437	\$135,448	\$140,867	\$146,287	\$152,147	\$158,008	\$164,347	\$170,685	\$177,540	\$184,393	\$191,516
PHY 0006	0036	\$125,255	\$130,261	\$135,264	\$140,675	\$146,086	\$151,940	\$157,792	\$164,122	\$170,451	\$177,298	\$184,142	\$191,546	\$198,948	\$206,640
PHY 0007	0037	\$135,078	\$140,483	\$145,890	\$151,733	\$157,577	\$163,897	\$170,218	\$177,054	\$183,887	\$191,284	\$198,677	\$206,672	\$214,666	\$222,971
PHY 0008	0038	\$145,688	\$151,525	\$157,361	\$163,675	\$169,987	\$176,811	\$183,638	\$191,021	\$198,404	\$206,388	\$214,374	\$223,008	\$231,642	\$240,616
PHY 0009	0039	\$149,698	\$155,698	\$161,698	\$168,188	\$174,677	\$181,694	\$188,709	\$196,301	\$203,889	\$212,098	\$220,307	\$229,184	\$238,059	\$247,281
PHY 0010	0040	\$157,146	\$163,450	\$169,755	\$176,571	\$183,387	\$190,760	\$198,132	\$206,107	\$214,081	\$222,702	\$231,324	\$240,652	\$249,978	\$259,668

**A.5.4 - STATE OF MARYLAND
PARK RANGER SALARY SCHEDULE
Annual Rates Effective January 1, 2019**

Grade Profile	SCALE	MID POINT										THIRD QUARTILE			STEP 18					
		STEP 0	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12		STEP 13	STEP 14	STEP 15	STEP 16	STEP 17
PR 0001	0062	\$42,415	\$44,546	\$46,821	\$49,227	\$51,861	\$52,797	\$53,748	\$54,805	\$56,974	\$58,073	\$59,193	\$60,339	\$61,504	\$62,694	\$63,907	\$65,146	\$66,409	\$67,695	\$69,007
PR 0002	0063	\$45,171	\$47,470	\$49,942	\$52,621	\$55,501	\$56,517	\$57,561	\$58,691	\$60,935	\$62,115	\$63,320	\$64,544	\$65,794	\$67,072	\$68,373	\$69,697	\$71,051	\$72,431	\$73,839
PR 0003	0064	\$48,134	\$50,667	\$53,383	\$56,328	\$59,447	\$60,546	\$61,670	\$62,886	\$65,213	\$66,479	\$67,766	\$69,083	\$70,426	\$71,792	\$73,187	\$74,612	\$76,065	\$77,545	\$79,059
PR 0004	0065	\$51,404	\$54,182	\$57,162	\$60,326	\$63,687	\$64,880	\$66,082	\$67,387	\$69,804	\$71,161	\$72,543	\$73,955	\$75,395	\$76,862	\$78,359	\$79,884	\$81,442	\$83,031	\$84,619
PR 0005	0066	\$56,242	\$59,336	\$62,592	\$66,032	\$69,657	\$71,377	\$73,125	\$74,921	\$76,873	\$78,764	\$80,701	\$82,677	\$84,699	\$86,792	\$88,916	\$91,071	\$93,271	\$95,525	\$99,570
PR 0006	0067	\$60,819	\$64,190	\$67,776	\$71,569	\$75,588	\$77,016	\$78,462	\$80,013	\$82,716	\$84,329	\$85,969	\$87,613	\$89,292	\$91,003	\$92,752	\$94,531	\$96,348	\$98,196	\$100,089
PR 0007	0068	\$63,939	\$69,878	\$73,450	\$77,210	\$81,186	\$82,536	\$84,684	\$86,812	\$89,031	\$91,238	\$93,503	\$95,811	\$97,871	\$99,745	\$102,239	\$104,795	\$107,416	\$110,101	\$116,157
PR 0008	0069	\$66,129	\$72,329	\$76,075	\$80,024	\$84,179	\$85,707	\$88,098	\$90,450	\$92,574	\$95,050	\$98,640	\$101,091	\$103,609	\$106,174	\$108,829	\$111,551	\$114,340	\$117,200	\$123,646
PR 0009	0070	\$71,053	\$77,722	\$81,756	\$85,980	\$90,392	\$91,997	\$94,564	\$97,088	\$99,384	\$102,044	\$105,825	\$108,460	\$111,157	\$113,914	\$116,762	\$119,681	\$122,674	\$125,741	\$131,375
PR 0010	0071	\$76,321	\$83,551	\$87,833	\$92,345	\$97,092	\$98,725	#####	\$104,178	\$106,659	\$109,516	\$113,517	\$116,346	\$119,243	\$122,203	\$125,259	\$128,391	\$131,601	\$134,891	\$142,311

A.5.5 - STATE OF MARYLAND																						
STATE AND NATURAL RESOURCES POLICE SALARY SCHEDULE																						
Annual Rates Effective January 1, 2019																						
Grade Profile	Maryland State Police	Natural Resources Police	BASE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	
SNRP 0001	Candidate 0050	Candidate 0080	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000
SNRP 0002	Trooper 0051	Officer 0081	\$47,859	\$50,252	\$52,765	\$55,404	\$58,174	\$61,083	\$62,610	\$64,176	\$65,781	\$67,427	\$69,113	\$70,841	\$72,612	\$74,428	\$76,289	\$78,198	\$80,152	\$82,156	\$84,205	\$86,265
SNRP 0003	Trooper 0052	Officer 0082	\$51,210	\$53,770	\$56,460	\$59,283	\$62,247	\$65,360	\$66,994	\$68,670	\$70,388	\$72,147	\$73,952	\$75,801	\$77,696	\$79,638	\$81,630	\$83,671	\$85,763	\$87,907	\$90,105	\$92,303
SNRP 0004	Senior Trooper 0053	Officer 0083	\$52,234	\$54,846	\$57,589	\$60,468	\$63,491	\$66,667	\$68,333	\$70,042	\$71,794	\$73,589	\$75,429	\$77,316	\$79,249	\$81,231	\$83,262	\$85,344	\$87,478	\$89,665	\$91,907	\$94,199
SNRP 0005	Master Trooper 0054	Officer 0084	\$53,278	\$55,942	\$58,740	\$61,677	\$64,761	\$68,001	\$69,700	\$71,443	\$73,229	\$75,060	\$76,937	\$78,861	\$80,832	\$82,854	\$84,926	\$87,049	\$89,226	\$91,457	\$93,735	\$96,029
SNRP 0006	Corporal 0055	Officer 0085	\$54,876	\$57,620	\$60,503	\$63,528	\$66,704	\$70,040	\$71,791	\$73,586	\$75,426	\$77,313	\$79,246	\$81,228	\$83,259	\$85,341	\$87,475	\$89,662	\$91,904	\$94,202	\$96,551	\$98,913
SNRP 0007	Sergeant 0056	Sergeant 0086	\$58,718	\$61,654	\$64,737	\$67,974	\$71,374	\$74,943	\$78,617	\$82,377	\$86,225	\$90,167	\$94,209	\$98,357	\$102,604	\$106,957	\$111,415	\$115,978	\$120,647	\$125,422	\$130,305	\$135,297
SNRP 0008	1st Sergeant 0057		\$62,828	\$65,970	\$69,269	\$72,733	\$76,370	\$80,189	\$84,194	\$88,249	\$92,416	\$96,697	\$101,097	\$105,629	\$110,307	\$115,147	\$120,155	\$125,339	\$130,697	\$136,240	\$141,979	\$147,915
SNRP 0009	Lieutenant 0058	Lieutenant 0087	\$66,856	\$70,199	\$73,709	\$77,395	\$81,266	\$85,330	\$87,463	\$89,650	\$91,892	\$94,190	\$96,546	\$98,960	\$101,433	\$103,970	\$106,570	\$109,234	\$111,966	\$114,766	\$117,634	\$120,504
SNRP 0010	Lieutenant 0059	Captain 0088	\$70,367	\$73,886	\$77,581	\$81,460	\$85,534	\$89,810	\$92,057	\$94,359	\$96,719	\$99,137	\$101,617	\$104,158	\$106,762	\$109,431	\$112,168	\$114,973	\$117,847	\$120,794	\$123,826	\$126,834
SNRP 0011	Captain 0059	Major 0089	\$75,293	\$79,058	\$83,011	\$87,163	\$91,521	\$96,098	\$98,501	\$100,963	\$103,489	\$106,076	\$108,728	\$111,447	\$114,232	\$117,088	\$120,017	\$123,017	\$126,092	\$129,245	\$132,478	\$135,707
SNRP 0012	Major 0060	Lieutenant Colonel 0090	\$80,563	\$84,592	\$88,822	\$93,263	\$97,928	\$102,825	\$105,996	\$108,031	\$110,732	\$113,500	\$116,339	\$119,248	\$122,229	\$125,286	\$128,418	\$131,629	\$134,920	\$138,293	\$141,747	\$145,209
SNRP 0013	Lieutenant Colonel 0061	Superintendent 0091	\$86,203	\$90,513	\$95,039	\$99,792	\$104,782	\$110,021	\$112,772	\$115,592	\$118,482	\$121,444	\$124,480	\$127,593	\$130,784	\$134,053	\$137,406	\$140,841	\$144,363	\$147,972	\$151,665	\$155,371

A.5.6 - STATE OF MARYLAND LAW ENFORCEMENT SALARY SCHEDULE Annual Rates Effective January 1, 2019																			
Grade Profile	Base	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
SLE 0001	\$32,000	\$32,000	\$32,000	\$32,000	\$32,000	\$32,000	\$32,000	\$32,000	\$32,000	\$32,000	\$32,000	\$32,000	\$32,000	\$32,000	\$32,000	\$32,000	\$32,000	\$32,000	\$32,000
SLE 0002	\$38,287	\$39,627	\$41,016	\$42,452	\$43,938	\$45,477	\$46,387	\$47,315	\$48,262	\$49,228	\$50,213	\$51,218	\$52,243	\$53,288	\$54,354	\$55,442	\$56,551	\$57,683	\$59,702
SLE 0003	\$40,968	\$42,403	\$43,887	\$45,424	\$47,014	\$48,661	\$49,635	\$50,628	\$51,641	\$52,674	\$53,728	\$54,803	\$55,900	\$57,018	\$58,159	\$59,323	\$60,510	\$61,721	\$63,881
SLE 0004	\$43,836	\$45,371	\$46,959	\$48,603	\$50,306	\$52,066	\$53,108	\$54,171	\$55,255	\$56,361	\$57,489	\$58,639	\$59,812	\$61,009	\$62,230	\$63,475	\$64,745	\$66,040	\$68,352
SLE 0005	\$46,905	\$48,547	\$50,247	\$52,006	\$53,827	\$55,711	\$56,826	\$57,963	\$59,123	\$60,306	\$61,513	\$62,744	\$63,999	\$65,279	\$66,585	\$67,917	\$69,276	\$70,662	\$73,136
SLE 0006	\$50,189	\$51,946	\$53,765	\$55,647	\$57,595	\$59,610	\$60,803	\$62,020	\$63,261	\$64,527	\$65,818	\$67,135	\$68,478	\$69,848	\$71,245	\$72,670	\$74,124	\$75,607	\$78,254
SLE 0007	\$53,702	\$55,582	\$57,527	\$59,542	\$61,627	\$63,785	\$65,061	\$66,363	\$67,691	\$69,045	\$70,426	\$71,835	\$73,272	\$74,738	\$76,233	\$77,758	\$79,314	\$80,901	\$83,732
SLE 0008	\$61,221	\$63,365	\$65,582	\$67,878	\$70,255	\$72,714	\$74,169	\$75,653	\$77,167	\$78,711	\$80,286	\$81,892	\$83,530	\$85,201	\$86,906	\$88,645	\$90,418	\$92,227	\$95,455
SLE 0009	\$69,793	\$72,236	\$74,765	\$77,383	\$80,092	\$82,896	\$84,564	\$86,246	\$87,971	\$89,731	\$91,526	\$93,357	\$95,225	\$97,130	\$99,073	\$101,055	\$103,077	\$105,139	\$108,818
SLE 0010	\$79,565	\$82,350	\$85,233	\$88,216	\$91,305	\$94,500	\$96,390	\$98,318	\$100,285	\$102,291	\$104,337	\$106,424	\$108,553	\$110,725	\$112,940	\$115,199	\$117,503	\$119,854	\$124,049

A.5.7 - STATE OF MARYLAND STATE POLICE AVIATION COMMAND SALARY SCHEDULE Annual Rates Effective January 1, 2019																				
Grade Profile	SCALE	BASE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	MID POINT STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	THIRD QUAR TILE STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18
MED 0001	MED 0001	\$53,359	\$55,752	\$58,265	\$60,904	\$63,674	\$66,583	\$69,610	\$69,676	\$71,281	\$72,927	\$74,613	\$76,341	\$78,112	\$79,928	\$81,789	\$83,698	\$85,652	\$87,656	\$91,765
MED 0002	MED 0002	\$56,710	\$59,270	\$61,960	\$64,783	\$67,747	\$70,860	\$72,494	\$74,170	\$75,888	\$77,647	\$79,452	\$81,301	\$83,196	\$85,138	\$87,130	\$89,171	\$91,263	\$93,407	\$97,803
MED 0003	MED 0003	\$57,734	\$60,346	\$63,089	\$65,968	\$68,991	\$72,167	\$73,833	\$75,542	\$77,294	\$79,089	\$80,929	\$82,816	\$84,749	\$86,731	\$88,762	\$90,844	\$92,978	\$95,165	\$99,649
MED 0004	MED 0004	\$58,778	\$61,442	\$64,240	\$67,177	\$70,261	\$73,501	\$75,200	\$76,943	\$78,729	\$80,560	\$82,437	\$84,361	\$86,332	\$88,354	\$90,426	\$92,549	\$94,726	\$96,957	\$101,529
MED 0005	MED 0005	\$60,376	\$63,120	\$66,003	\$69,028	\$72,204	\$75,540	\$77,291	\$79,086	\$80,926	\$82,813	\$84,746	\$86,728	\$88,759	\$90,841	\$92,975	\$95,162	\$97,404	\$99,702	\$104,413
MED 0006	MED 0006	\$64,218	\$67,154	\$70,237	\$73,474	\$76,874	\$80,443	\$82,317	\$84,237	\$86,206	\$88,225	\$90,292	\$92,413	\$94,586	\$96,814	\$99,098	\$101,439	\$103,838	\$106,296	\$111,337
MED 0007	MED 0007	\$66,328	\$71,470	\$74,769	\$78,233	\$81,870	\$85,689	\$87,694	\$89,749	\$91,857	\$94,016	\$96,229	\$98,498	\$100,824	\$103,207	\$105,650	\$108,154	\$110,721	\$113,352	\$118,745
TRMA 0008	RESC 0015	\$49,359	\$51,752	\$54,265	\$56,904	\$59,674	\$62,583	\$64,110	\$65,676	\$67,281	\$68,927	\$70,613	\$72,341	\$74,112	\$75,928	\$77,789	\$79,698	\$81,652	\$83,656	\$87,765
TRMA 0009	RESC 0016	\$52,710	\$55,270	\$57,960	\$60,783	\$63,747	\$66,860	\$68,494	\$70,170	\$71,888	\$73,647	\$75,452	\$77,301	\$79,196	\$81,138	\$83,130	\$85,171	\$87,263	\$89,407	\$93,803
TRMA 0010	RESC 0017	\$53,734	\$56,346	\$59,089	\$61,968	\$64,991	\$68,167	\$69,833	\$71,542	\$73,294	\$75,089	\$76,929	\$78,816	\$80,749	\$82,731	\$84,762	\$86,844	\$88,978	\$91,165	\$95,649
TRMA 0011	RESC 0018	\$54,778	\$57,442	\$60,240	\$63,177	\$66,261	\$69,501	\$71,200	\$72,943	\$74,729	\$76,560	\$78,437	\$80,361	\$82,332	\$84,354	\$86,426	\$88,549	\$90,726	\$92,957	\$97,529
TRMA 0012	RESC 0019	\$56,376	\$59,120	\$62,003	\$65,028	\$68,204	\$71,540	\$73,291	\$75,086	\$76,926	\$78,813	\$80,746	\$82,728	\$84,759	\$86,841	\$88,975	\$91,162	\$93,404	\$95,702	\$100,413
TRMA 0013	RESC 0020	\$60,218	\$63,154	\$66,237	\$69,474	\$72,874	\$76,443	\$78,317	\$80,237	\$82,206	\$84,225	\$86,292	\$88,413	\$90,586	\$92,814	\$95,098	\$97,439	\$99,838	\$102,296	\$107,337
TRMA 0014	RESC 0021	\$64,328	\$67,470	\$70,769	\$74,233	\$77,870	\$81,689	\$83,694	\$85,749	\$87,857	\$90,016	\$92,229	\$94,498	\$96,824	\$99,207	\$101,650	\$104,154	\$106,721	\$109,352	\$114,745
RESC 0015	TRMA 0008	\$50,359	\$52,752	\$55,265	\$57,904	\$60,674	\$63,583	\$65,110	\$66,676	\$68,281	\$69,927	\$71,613	\$73,341	\$75,112	\$76,928	\$78,789	\$80,698	\$82,652	\$84,656	\$88,765
RESC 0016	TRMA 0009	\$53,710	\$56,270	\$58,960	\$61,783	\$64,747	\$67,860	\$69,494	\$71,170	\$72,888	\$74,647	\$76,452	\$78,301	\$80,196	\$82,138	\$84,130	\$86,171	\$88,263	\$90,407	\$94,803
RESC 0017	TRMA 0010	\$54,734	\$57,346	\$60,089	\$62,968	\$65,991	\$69,167	\$70,833	\$72,542	\$74,294	\$76,089	\$77,929	\$79,816	\$81,749	\$83,731	\$85,762	\$87,844	\$89,978	\$92,165	\$96,649
RESC 0018	TRMA 0011	\$55,778	\$58,442	\$61,240	\$64,177	\$67,261	\$70,501	\$72,200	\$73,943	\$75,729	\$77,560	\$79,437	\$81,361	\$83,332	\$85,354	\$87,426	\$89,549	\$91,726	\$93,957	\$98,529
RESC 0019	TRMA 0012	\$57,376	\$60,120	\$63,003	\$66,028	\$69,204	\$72,540	\$74,291	\$76,086	\$77,926	\$79,813	\$81,746	\$83,728	\$85,759	\$87,841	\$89,975	\$92,162	\$94,404	\$96,702	\$101,413
RESC 0020	TRMA 0013	\$61,218	\$64,154	\$67,237	\$70,474	\$73,874	\$77,443	\$79,317	\$81,237	\$83,206	\$85,225	\$87,292	\$89,413	\$91,586	\$93,814	\$96,098	\$98,439	\$100,838	\$103,296	\$108,337
RESC 0021	TRMA 0014	\$65,328	\$68,470	\$71,769	\$75,233	\$78,870	\$82,689	\$84,694	\$86,749	\$88,857	\$91,016	\$93,229	\$95,498	\$97,824	\$100,207	\$102,650	\$105,154	\$107,721	\$110,352	\$115,745

**A.5.8 - STATE OF MARYLAND
STATE POLICE CIVILIAN PILOT SALARY SCHEDULE
Annual Rates Effective January 1, 2019**

GRADE PROFILE	TITLE	BASE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14
PILT 0001	Pilot I	\$65,025	\$66,326	\$67,653	\$69,007	\$70,388	\$71,796	\$73,232	\$74,697	\$76,191	\$77,715	\$79,270	\$80,856	\$82,474	\$84,124	\$85,807
PILT 0002	Pilot II	\$72,828	\$74,285	\$75,771	\$77,287	\$78,833	\$80,410	\$82,019	\$83,660	\$85,334	\$87,041	\$88,782	\$90,558	\$92,370	\$94,218	\$96,103
PILT 0003	Pilot III	\$77,198	\$78,742	\$80,317	\$81,924	\$83,563	\$85,235	\$86,940	\$88,679	\$90,453	\$92,263	\$94,109	\$95,992	\$97,912	\$99,871	\$101,869
PILT 0004	Pilot IV	\$81,831	\$83,468	\$85,138	\$86,841	\$88,578	\$90,350	\$92,157	\$94,001	\$95,882	\$97,800	\$99,756	\$101,752	\$103,788	\$105,864	\$107,982
PILT 0005	Instructor Pilot	\$86,740	\$88,475	\$90,245	\$92,050	\$93,891	\$95,769	\$97,685	\$99,639	\$101,632	\$103,665	\$105,739	\$107,854	\$110,012	\$112,213	\$114,458
PILT 0006	Chief Pilot	\$91,944	\$93,783	\$95,659	\$97,573	\$99,525	\$101,516	\$103,547	\$105,618	\$107,731	\$109,886	\$112,084	\$114,326	\$116,613	\$118,946	\$121,325

A.5.9 - STATE OF MARYLAND HOURLY PERSONNEL PAY RATES Effective January 1, 2019					
CODE	GRADE	SCALE	TITLE	RATE	
5539*\$	HRLY 0001	9998	Senior Citizen Aide *	\$9.25	to \$12.25
5128*\$	HRLY 0002	0074	Student Engineer (Co-Op)	\$12.83	
			1st 6 Mos.-	\$13.90	
			2nd 6 Mos.-	\$15.00	
			3rd 6 Mos.-	\$16.27	
			4th 6 Mos.-		
5302*\$	HRLY 0003	0076	Student Technical Assistant	\$9.34	
			1st Yr.-	\$9.93	
			2nd Yr.-	\$10.70	
			3rd Yr.-	\$11.41	
			4th Yr.-	\$12.07	
			Graduate-		
5734*\$	HRLY 0001	9998	Summer Student Worker *	\$9.25	to \$10.48
5300*\$	HRLY 0001	9998	Work Study Student *	\$9.25	to \$10.48

**A.5-10 - STATE OF MARYLAND
MSD TEMPORARY SALARY SCHEDULE
Annual Rates Effective January 1, 2019**

GRADE PROFILE	BASE	MID POINT										THIRD QUARTILE									
		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
SD 0005	\$21,322	\$23,046	\$22,800	\$23,584	\$24,397	\$25,245	\$26,135	\$27,061	\$27,539	\$28,026	\$28,521	\$29,028	\$29,544	\$30,070	\$30,606	\$31,155	\$31,712	\$32,280	\$32,860	\$33,454	\$34,062
SD 0006	\$22,589	\$23,364	\$24,168	\$25,010	\$25,879	\$26,786	\$27,739	\$28,729	\$29,241	\$29,762	\$30,294	\$30,833	\$31,386	\$31,951	\$32,526	\$33,112	\$33,706	\$34,314	\$34,934	\$35,566	\$36,210
SD 0007	\$23,946	\$24,776	\$25,638	\$26,536	\$27,469	\$28,440	\$29,458	\$30,519	\$31,085	\$31,623	\$32,189	\$32,768	\$33,362	\$33,964	\$34,579	\$35,207	\$35,845	\$36,497	\$37,169	\$37,859	\$38,566
SD 0008	\$25,397	\$26,286	\$27,208	\$28,167	\$29,166	\$30,204	\$31,293	\$32,428	\$33,013	\$33,608	\$34,217	\$34,836	\$35,469	\$36,115	\$36,772	\$37,444	\$38,127	\$38,822	\$39,533	\$40,259	\$41,000
SD 0009	\$26,951	\$27,900	\$28,888	\$29,914	\$30,982	\$32,094	\$33,261	\$34,475	\$35,099	\$35,739	\$36,389	\$37,050	\$37,729	\$38,419	\$39,122	\$39,840	\$40,572	\$41,319	\$42,078	\$42,849	\$43,632
SD 0010	\$28,613	\$29,628	\$30,685	\$31,784	\$32,928	\$34,116	\$35,364	\$36,663	\$37,334	\$38,015	\$38,712	\$39,422	\$40,144	\$40,884	\$41,636	\$42,404	\$43,187	\$43,986	\$44,799	\$45,626	\$46,466
SD 0011	\$30,389	\$31,478	\$32,608	\$33,784	\$35,005	\$36,278	\$37,615	\$39,006	\$39,720	\$40,451	\$41,195	\$41,954	\$42,730	\$43,521	\$44,328	\$45,151	\$45,991	\$46,845	\$47,717	\$48,606	\$49,506
SD 0012	\$32,291	\$33,455	\$34,665	\$35,924	\$37,235	\$38,594	\$40,022	\$41,508	\$42,275	\$43,057	\$43,853	\$44,666	\$45,496	\$46,343	\$47,204	\$48,084	\$48,988	\$49,930	\$50,879	\$51,846	\$52,830
SD 0013	\$34,326	\$35,572	\$36,868	\$38,214	\$39,611	\$41,069	\$42,598	\$44,191	\$45,009	\$45,845	\$46,698	\$47,568	\$48,462	\$49,386	\$50,327	\$51,286	\$52,265	\$53,263	\$54,280	\$55,316	\$56,371
SD 0014	\$36,507	\$37,838	\$39,225	\$40,664	\$42,161	\$43,719	\$45,356	\$47,061	\$47,936	\$48,845	\$49,777	\$50,729	\$51,696	\$52,684	\$53,692	\$54,719	\$55,767	\$56,836	\$57,926	\$59,036	\$60,156
SD 0015	\$38,834	\$40,263	\$41,744	\$43,284	\$44,890	\$46,557	\$48,312	\$50,170	\$51,128	\$52,104	\$53,098	\$54,115	\$55,151	\$56,208	\$57,286	\$58,384	\$59,503	\$60,646	\$61,809	\$62,992	\$64,194
SD 0016	\$41,331	\$42,855	\$44,444	\$46,092	\$47,808	\$49,620	\$51,534	\$53,520	\$54,545	\$55,589	\$56,657	\$57,743	\$58,851	\$59,981	\$61,136	\$62,313	\$63,510	\$64,731	\$65,977	\$67,239	\$68,526
SD 0017	\$43,998	\$45,629	\$47,327	\$49,112	\$50,984	\$52,933	\$54,974	\$57,103	\$58,200	\$59,316	\$60,457	\$61,620	\$62,805	\$64,014	\$65,250	\$66,507	\$67,792	\$69,101	\$70,434	\$71,791	\$73,169
SD 0018	\$46,853	\$48,612	\$50,464	\$52,390	\$54,393	\$56,476	\$58,661	\$60,941	\$62,114	\$63,310	\$64,529	\$65,773	\$67,041	\$68,335	\$69,655	\$71,002	\$72,374	\$73,773	\$75,191	\$76,636	\$78,106
SD 0019	\$49,946	\$51,853	\$53,836	\$55,894	\$58,036	\$60,267	\$62,608	\$65,045	\$66,298	\$67,579	\$68,884	\$70,215	\$71,572	\$72,956	\$74,371	\$75,789	\$77,227	\$78,696	\$80,189	\$81,706	\$83,244
SD 0020	\$53,280	\$55,320	\$57,439	\$59,645	\$61,938	\$64,323	\$66,828	\$69,432	\$70,776	\$72,144	\$73,542	\$74,962	\$76,387	\$77,842	\$79,323	\$80,832	\$82,374	\$83,943	\$85,547	\$87,176	\$88,826
SD 0021	\$56,848	\$59,030	\$61,301	\$63,668	\$66,112	\$68,663	\$71,344	\$74,134	\$75,552	\$76,989	\$78,454	\$79,948	\$81,473	\$83,027	\$84,612	\$86,230	\$87,877	\$89,558	\$91,271	\$93,006	\$94,764
SD 0022	\$60,665	\$62,999	\$65,426	\$67,952	\$70,578	\$73,309	\$76,148	\$79,073	\$80,579	\$82,118	\$83,682	\$85,283	\$86,915	\$88,577	\$90,276	\$92,007	\$93,774	\$95,573	\$97,411	\$99,279	\$101,176
SD 0023	\$64,751	\$67,249	\$69,847	\$72,547	\$75,345	\$78,210	\$81,216	\$84,346	\$85,960	\$87,604	\$89,280	\$90,995	\$92,738	\$94,517	\$96,333	\$98,185	\$100,076	\$102,004	\$103,970	\$105,971	\$108,006
SD 0024	\$69,120	\$71,794	\$74,574	\$77,410	\$80,357	\$83,421	\$86,643	\$89,990	\$91,715	\$93,473	\$95,270	\$97,101	\$98,968	\$100,872	\$102,815	\$104,800	\$106,820	\$108,882	\$110,982	\$113,111	\$115,269
SD 0025	\$73,798	\$76,619	\$79,535	\$82,566	\$85,720	\$89,000	\$92,446	\$96,028	\$97,873	\$99,755	\$101,676	\$103,636	\$105,633	\$107,672	\$109,749	\$111,870	\$114,031	\$116,236	\$118,484	\$120,766	\$123,084
SD 0026	\$78,719	\$81,722	\$84,840	\$88,085	\$91,460	\$94,968	\$98,792	\$102,899	\$104,463	\$106,477	\$108,532	\$110,630	\$112,766	\$114,945	\$117,172	\$119,443	\$121,757	\$124,118	\$126,524	\$128,974	\$131,466



DEPARTMENT OF BUDGET & MANAGEMENT
OFFICE OF BUDGET ANALYSIS

Section B: BUDGET FILE

In This Section

- B.1 – Budget Development Guidance
- B.2 – Budget Processing and Format
- B.3 – Technical and Special Fees – Object 02 (Contractual Budgeting)
- B.4 – Communication – Object 03
- B.5 – Travel – Object 04
- B.6 – Fuel and Utilities – Object 06
- B.7 – Motor Vehicle Operations – Object 07
- B.8 – Contractual Services – Object 08
- B.9 – Supplies and Equipment – Objects 09, 10 and 11
- B.10 – Grants, Subsidies and Contributions – Object 12
- B.11 – Fixed Charges – Object 13 (Real Property Leases)
- B.12 – Land and Structures – Object 14 (Operating Maintenance)
- B.13 – PAYGO Capital Projects
- B.14 – Standard Rates and Calculations by Comptroller Object

JUNE 2018

B.1 BUDGET DEVELOPMENT GUIDANCE

The State of Maryland uses a current services budget (CSB) process. DBM begins with a base of the previous year's budget, then adjusts that base for certain known changes, creating CSB targets for agencies. Agencies must carefully consider their targets and determine what action is needed to submit a budget within the target.

✎ In BARS, we reference “targets” in two ways:

- A CSB target, which is the total General Fund and /or Special Fund target for the agency's entire budget submission. This is what DBM has historically referred to as the agency's budget target. The full budget submission in BARS will validate to ensure the request does not go over the target amount(s).
- Target adjustments and/or locks, which are specific updates that DBM analysts have entered in BARS to ensure that budget mandates and other specific budget items are properly reflected in the submission. For example, DBM may increase a grant program by \$1 million to reflect the funding level specified in statute through a target adjustment. DBM may also “lock” that line item or subprogram to ensure that the funding stays in the mandated location.

Agencies may have to decrease portions of their budget below the previous year's expenditure level. Please contact your assigned DBM analyst if you would like guidance for a specific type of expenditure. Agencies should include documentation with the budget request regarding assumptions made about each category of expenditure (comptroller object or “subobject”). Please refer to [Section B.14](#) for a list of subobjects and guidance on each.

General Considerations

Agencies should answer the following questions before beginning to build their budget:

- Are any new facilities becoming operational and therefore increasing operating costs?
- Are there required rate changes from the federal government, service providers, or DBM?
- Are there any approved salary adjustments?
- Are there other budget drivers that should be considered?
- If the agency budget is dependent on a caseload forecast, how will that forecast change in the coming fiscal period?
- Are there any new or changed funding mandates that were not reflected in the target?

Strategies

Averages: When determining the budget for some subobjects, it may make sense to budget the average of the last three completed fiscal years. Averages should be applied to recurring expenditures that are not “controlled subobjects.” (See page 2 of this section for a description of controlled subobjects). For example, if the number of inspections an agency conducts stays the same each year, the travel costs related to these inspections may be relatively stable, depending upon fuel costs. Using the average of the last three years may allow for a stable funding level that changes marginally to reflect actual travel costs.

FY 2020 Operating Budget Submission Requirements

Most Recent Year Actuals: In some cases, it may be more appropriate to budget the same amount as was spent in the most recently closed fiscal year. Using the most recent actual expenditures is particularly valuable if the agency recently began a new program and does not have enough data or experience to fully predict the potential expenditures. Over time, the agency should be able to better determine which budgeting strategy is appropriate.

Inflationary Factor: In some cases, such as when calculating expenditures that are consumer-based, it makes sense to inflate the previous year's budget. In general, the State uses the Implicit Price Deflator for State and Local Expenditures. Additional information on the implicit price deflator can be found [at this link](#). Next, select *Section 1 – Domestic Product and Income* and then select *Table 1.1.9 Implicit Price Deflators for Gross Domestic Product (A) (Q)*. Scroll down to Line 26 to find the State and local expenditures.

Specific Commitments: In some cases, there are discrete additional charges that the agency may include for specific commitments. These are often one-time expenditures for new equipment or expenditures related to a new initiative. The agency may budget these within the target, reducing in other areas if necessary. This should include contracts that are multi-year commitments.

General Guidance for Working in BARS

While DBM is providing some basic guidance and ideas for how to approach the budget request, we recognize each agency will complete the request in BARS differently. We're just sharing one possible approach. We encourage you to share best practices as you work in the system so we can continue to refine and improve the guidance we provide over time.

- **Update the Prior Year (PY) data first**, as feasible. If an agency can completely finalize the PY actuals, input Supporting Detail (SD), and then “release” those adjustments, the revised actuals will be visible in the adjustments grid as a reference when updating the CY (Current Year) and BY (Budget Year).
- For the same reason, **next, update the CY completely**, input Supporting Detail, and then “release” those adjustments so both PY and CY are updated for reference when deciding what adjustments need to be made in the BY.
- If feasible, **input the fund source income and balance information before starting on the BY request**. With this information input by the agency, BARS will allow users to view at any given time whether the budget as entered over-expend any specific fund source.
 - This tool can help as you select fund sources each time you are working on the revenue tab of an adjustment.
- **Use the Export/Import feature for Supporting Detail** in order to use the same information for the CY as the PY, and then the same information for the BY as the CY.
 - This strategy should allow agencies to only have to update the bulk of information once for each SD tab that covers all three years (Contractual Positions, Contracts/Grants, and Real Estate).

FY 2020 Operating Budget Submission Requirements

- Use the Excel export feature with formulas if you are more comfortable inputting whole numbers while working on the budget request instead of adjusted numbers.
 - This can also help agencies quickly budget three year actuals or some other calculated budgeting methodology.
 - For an example, see the exported BARS grid below as well as the formula view of the same spreadsheet.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
	Unit	Program	Sub-Program	Object	Comptroller Subobject	Agency Subobject	Fund	PY 2016	PY 2017	PY 2018	CY 2019	BY 2020 Approved	FY 2020 Adjustment	Comment	Three Year Average
2				09	0901	0908	03	474	1291	1000	1200	1200	-278	3-yr actual avg	922
3				09	0902	0901	03	2279	1167	1365	2810	2810	-1206	3-yr actual avg	1604
4				09	0903	0925	03	0	196	0	0	0	65	3-yr actual avg	65
5				09	0904	0902	03	2049	2253	3999	4524	4524	-1757	3-yr actual avg	2767
6				09	0904	0902	09	2475	1800	0	0	0	1425	3-yr actual avg	1425
7				09	0912	0912	03	760	100	906	600	600	-11	3-yr actual avg	589
8				09	0917	0910	03	0	700	30	750	750	-507	3-yr actual avg	243
9				09	0930	0937	03	324	0	0	324	324	-216	3-yr actual avg	108
10				09	0951	0934	03	3059	1882	0	3059	3059	-1412	3-yr actual avg	1647
11				09	0999	0917	03	2479	6988	9872	6820	6820	-374	3-yr actual avg	6446
12				09	0999	0917	09	3596	2003	1678	4000	4000	-1574	3-yr actual avg	2426
13				09	0999	0918	03	538	1033	697	1000	1000	-244	3-yr actual avg	756
14				09	0999	0913	03	105	0	0	0	0	35	3-yr actual avg	35

L	M	N	O	P
BY 2020 Approved	FY 2020 Adjustment	Comment		Three Year Average
1200	=P2-L2	3-yr actual avg		=ROUND((H2+I2+J2)/3,0)
2810	=P3-L3	3-yr actual avg		=ROUND((H3+I3+J3)/3,0)
0	=P4-L4	3-yr actual avg		=ROUND((H4+I4+J4)/3,0)
4524	=P5-L5	3-yr actual avg		=ROUND((H5+I5+J5)/3,0)
0	=P6-L6	3-yr actual avg		=ROUND((H6+I6+J6)/3,0)
600	=P7-L7	3-yr actual avg		=ROUND((H7+I7+J7)/3,0)
750	=P8-L8	3-yr actual avg		=ROUND((H8+I8+J8)/3,0)
324	=P9-L9	3-yr actual avg		=ROUND((H9+I9+J9)/3,0)
3059	=P10-L10	3-yr actual avg		=ROUND((H10+I10+J10)/3,0)
6820	=P11-L11	3-yr actual avg		=ROUND((H11+I11+J11)/3,0)
4000	=P12-L12	3-yr actual avg		=ROUND((H12+I12+J12)/3,0)
1000	=P13-L13	3-yr actual avg		=ROUND((H13+I13+J13)/3,0)
0	=P14-L14	3-yr actual avg		=ROUND((H14+I14+J14)/3,0)



Delete this column
before importing back
in to BARS

FY 2020 Operating Budget Submission Requirements

Reference: Agency Adjustment Types in BARS

Adjustment Type	Description	PY	CY	BY	Stage	OBA Approval?
Agency Actuals Adjustment	Allows an agency to adjust their stated actuals for the Prior Year in whatever way they need to	Y	N	N	Agency Actuals	N
Reorganization	Allows program changes where otherwise changes to the actuals year need to be balanced by program – please discuss with Kurt	Y	N	N	Agency Actuals	Y
CY Adjustment	Allows CY adjustments which are not budget amendments	N	Y	N	Agency Working	N
Deficiencies	Agency deficiency requests for the Current Year	N	Y	N	Agency Add'l Working	Y
Agency Adjustments	These are changes which agencies submit as an adjustment which do materially change programs, but fall within an agency's target (e.g. a reorganization between programs)	N	N	Y	Agency Request	N
Over the Target Requests	Agency "Over the Target" additional funding requests	N	N	Y	Agency Add'l Request	Y
Reduction Options	Reduction options submitted by an Agency	N	N	Y	Agency Add'l Request	Y
Position Reconciliation	Allows an agency to perform a position reconciliation which does not allow net changes to FTE counts	N	N	Y	Baseline Adjusted	N

Building Blocks of the Budget

Set Staffing Levels and Salaries for Permanent Positions

- Budget the number of employees the agency will need in order to achieve the goals of the upcoming fiscal period and set the salaries for these employees using the subobject 0101 target set during the Position Reconciliation exercise. New positions must be submitted as over-the-target requests.
- Budget the health and pension benefits and turnover rate that relate to the positions budgeted above.
- The most important subobjects for the agency for this step are 0101, 0112, 0151, 0152, 0154, 0161, 0169, 0174, and 0189.

Set Staffing Levels and Salaries for Contractual Positions

- Budget the number of contractual employees the agency will need in order to achieve the goals and objectives of the upcoming fiscal period and set the salaries for those contractals. Be diligent about ending contractual positions that are no longer necessary.
- The most important subobjects for the agency for this step are 0220, 0213, 0214, 0217, and 0289.
- The State provides health insurance for certain contractual employees, level fund from FY 2019.
- When budget developers build their salary and fringe budgets, they should include the following considerations:
 - Will the agency be reclassifying individual employees?
 - Will the agency be converting contractual employees to permanent employees?
 - What are the current vacancies and how many of those will be filled in the budget?

Set All Other Controlled Subobject Expenditures

- Controlled subobjects are nondiscretionary. The amounts in the request must be exactly the same, by fund source, as those in the legislative appropriation. While BARS will validate this, the agency should ensure this is correct and contact the assigned DBM budget analyst if there are any questions or concerns. These specific subobjects are 0101, 0152, 0154, 0175, 0217, 0305, 0322, 0697, 0831, 0833, 0839, 0874, 0875, 0876, 0882, 0894 and 0897. Other controlled subobjects that must be budgeted according to guidance in Section B.14 include 0698, 0704, 1302, and 1303.

Set Any Other Mandated Expenditures

- The budget should include any mandated (non-discretionary only) increases or expenditures set forth in statute and carry forward any required contractual expenditures and capital lease financing payments. The staffing considerations for these mandated increases should be considered in the previous steps.
- Agencies should only include mandated increases where the legislature has passed a law that includes language that the “Governor shall” appropriate or include in the budget a specific expenditure amount or budget formula. These are non-discretionary. Agencies should not include funding for new laws that do not specify an amount or provide a formula, unless they are able to include the funding within the target. Alternatively, agencies may request this funding in an over-the-target request.
- CAVEAT: The Legislature will sometimes pass laws that include an intent section with budget language. Intent language in a law is not a legal requirement and agencies should *not* consider these mandates. Agencies should budget these expenditures within existing funds or submit an over-the-target request.

B.2 BUDGET PROCESSING AND FORMAT

Any questions concerning submission requirements should be referred to Kurt Stolzenbach, Office of Budget Analysis (410-260-7416 or dlbudgethelp_dbm@maryland.gov).

✎ As the State of Maryland implements the BARS system as the statewide solution for budget development and analysis, agencies will submit adjustments against the baseline budget provided in BARS in order to create and submit the budget request. The majority of DA-forms that were required in the past are now eliminated as BARS will now capture this supporting detail. For a list of remaining DA-form requirements, see the agency checklist, Section I.3 (see other sections of budget instructions regarding specific changes from DA-forms to BARS).

Submission Methodology

✎ Submitting Adjustments in BARS: As indicated in the BARS training, agencies will have a FY 2020 budget target “released” as the “Agency Request” stage in BARS. Agencies can view this baseline and then make adjustments to finalize the request. Agencies will also review and update FY 2018 and FY 2019 data as separate adjustments as needed.

✎ Targets: Agency General Fund and Special Fund Targets can be viewed in BARS in the Budget Request Module. Specific adjustments will be entered at the line-item level by OBA, while non-specific adjustments will be entered in an “0192” dummy line that agencies will need to redistribute. OBA analysts will help identify where the “0192” line is when agencies are notified they can begin to work on the budget request.

- One example of a non-specific adjustment for most agencies will be the difference between the salary forecast totals and what the agency had budgeted for salaries and fringes based on salaries in FY 2019.
- Agencies must redistribute the “0192” dummy line before the budget submission. This means that no funding on that line-item MUST equal zero when the budget request is submitted to OBA.

An important note regarding Supporting Detail (previously “DA-Forms”): While BARS includes budget, position and fund source baseline information for all three years, the system does not yet have any Supporting Detail (for example, the DA-22 detail that justifies contractual positions in the budget). **This means that, for this first year in the system only, agencies will need to submit this detail in separate adjustments for all three years.** While this does not save time compared to prior years being outside of the system, *THIS IS THE ONLY YEAR THIS WILL BE NECESSARY*. After this year, the Supporting Detail information will roll over, just like the budget detail.

- FY 2016 and FY 2017 Actual Expenditures – prepopulated by BARS, cannot be adjusted.
- ✎ FY 2018 Actual Expenditures – Agencies will have a choice to have this information prepopulated by BARS using a data download from FMIS, OR to use the current FY 2018 budget data as a starting point. ***DBM emphasizes that FMIS data is to serve as a guide but is unlikely to match final FY 2018 actual***

FY 2020 Operating Budget Submission Requirements

expenditures because of timing as well as mapping issues between PCA codes and subobject level detail. Agencies are asked to correct this data as in previous years by submitting BARS adjustment(s) for FY 2018.

In addition, because the DA-forms are replaced by Supporting Detail (SD) “tabs” in BARS, agencies will need to complete FY 2018 adjustments to enter this supporting information into the system.

- **✎ FY 2019 Budget Book Appropriation** – prepopulated by BARS from the FY 2019 Legislative Appropriation. Agencies can submit adjustments to restate the FY 2019 appropriation within a program. Realignment within programs are permitted per usual but, ***no budget amendments should be included in this column. New this year, budget amendments will automatically be added by BARS as they are approved.*** Agencies with approved reorganizations should contact their OBA analyst for guidance.

In addition, because the DA-forms are replaced by Supporting Detail (SD) “tabs” in BARS, agencies will need to complete FY 2019 adjustments to enter this supporting information into the system.

- **✎ FY 2020 Request** – prepopulated by BARS using the FY 2019 Legislative Appropriation, including target adjustments by DBM, updated object 01 data from the Position Reconciliation exercise, as well as “locked” controlled subobjects.

In addition, because the DA-forms are replaced by Supporting Detail (SD) “tabs” in BARS, agencies will need to complete FY 2020 adjustments to enter this supporting information into the system.

✎ Agency Budget Justifications

Agencies will be submitting the FY 2020 budget through BARS, similar to prior years with HOB0. Many of the DA Forms (now “Supporting Detail” or “SD”) and other supporting information previously required are now to be submitted through BARS. In addition to the budget detail and the SD information, agencies should provide additional supporting budget information and detail. **Agencies are strongly encouraged to continue to do whatever work was previously performed outside of the system and shared with DBM prior to FY 2020.**

✎ Budget Amendments

Beginning July 1, 2018, agencies will be using BARS to submit budget amendments. Agencies are no longer required to submit a DA-28 form to get prior approval for submitting budget amendments. However, agencies are encouraged to discuss any proposed budget amendment submissions with their budget analyst. The agency should be prepared to answer the following questions:

1. Can the funding be provided through a deficiency appropriation request?
2. Can the realignment amendment (other than a reorganization) or additional non-general fund increase be processed later in the year when more actual spending trends are available?

FY 2020 Operating Budget Submission Requirements

Agencies should not input changes related to proposed or approved budget amendments into the FY 2019 agency working appropriation. Rather, agencies will submit budget amendment adjustments in BARS that contains the same sub-program and comptroller/agency object detail as the budget detail. Approved amendments will be added to the FY 2019 Agency Amended Working Appropriation. In addition, BARS allows DBM the option to reflect the amendment in the FY 2019 Budget Book Appropriation if the amendment completes the approval process by January 16, 2019.

Additional guidance will be provided to agencies that outlines the budget amendment adjustment process in BARS.

Note: DBM will process the following FY 2019 budget amendments through BARS:

- 2% Cost of Living Adjustment (COLA) – effective 1/1/2019
- State Law Enforcement Officers’ Labor Alliance (SLEOLA) increment
- Annual Salary Review (ASR) for respective position classifications

Guidance for Current Year Appropriation Adjustments

Type of Adjustment	Include in FY 2020-Budget Book Appropriation?	Submit Line-Item Detail to DBM Through BARS
Reimbursable Fund	NO	YES
Special Fund	NO	YES
Federal Fund	NO	YES
Reorganization	NO	YES

Agencies with approved reorganizations should contact the OBA Budget Processing Team (BPT) to confirm how the budget will be realigned for all years in accordance with the planned revision. Additional guidance is provided in [Section A-4](#) Reorganizations.

✎ Chart of Accounts Data Changes

Agencies are encouraged to review their agency’s units, programs, subprograms, or agency subobjects in BARS through the Agency Administration - COA Maintenance tab. The BARS Chart of Accounts (COA) must be up-to-date in order for an agency to select valid account codes when making adjustments.

Please note that subprograms cannot be deleted in BARS as they may be relevant for historical data. As part of your review, verify whether subprograms are still valid for the budget reporting years. The “disabled” button can be selected in BARS COA to restrict subprograms that are no longer valid.

Agencies should follow the process below to update the agency COA:

1. **Agency Adjustment-** An agency approver can create the subprogram and/or agency subobject adjustments in BARS using the Agency Administration- COA Maintenance tab. When complete, the user should e-mail dlbudgethelp_dbm@maryland.gov with the BARS item # so that the adjustment can be approved and released. This process is suggested for fewer and/or immediate updates.

FY 2020 Operating Budget Submission Requirements

2. **OBA Adjustment** – Agencies can submit requests for COA updates that require more substantial subprogram/agency subobject or unit and program updates. The agency should submit these updates via an Excel spreadsheet by e-mail to dlbudgethelp_dbm@maryland.gov - BPT will reply by e-mail when updated and approved in BARS.

Modifications to the BARS COA account code structure (adds or edits) are not part of the FMIS and Workday interfaces. **Agencies will need to update account codes separately in FMIS and Workday as appropriate, and vice versa.**

B.3 TECHNICAL AND SPECIAL FEES – OBJECT 02 (CONTRACTUAL EMPLOYEE BUDGETING)

Contractual positions (State Personnel and Pensions §13-101) are workers having an employee-employer relationship with the State, but they are hired for a specific project or time period. **✎ A justification for each contractual position is required, using the Contractual Positions Supporting Detail (SD) module within BARS budget adjustments.** Adjustments that provide detail in the Contractual SD tab can be completed on a program/subprogram level or on an agency-wide or unit-wide level. **Note that this year, agencies will need to complete the detail for all three years in separate adjustments to create a baseline of Contractual detail in the system, but in the future this detail will not need to be re-entered.**

Agencies should take a “zero-based” approach to budgeting contractual positions. Any position that can be eliminated should not be renewed (reductions can be initiated in FY 2019) and should not be funded in FY 2020.

Special Payments Payroll (Object 02)

Budget the salary for contractual positions in subobject 0220. Note that additional funding will **not** be provided via target adjustment to allow increases to contractual salaries similar to those provided to regular positions due to collective bargaining agreements. If agencies choose to adjust contractual salaries that is their prerogative, but funding must be found within the budget target.

✎ Social Security or FICA (0213)

The Contractual SD tab in BARS will calculate 0213 based on the salaries entered in 0220. The rate and ceiling used for subobject 0213 are different from those used for subobject 0151 because contractual employees do not participate in flexible spending accounts.

Each contractual annual salary (subobject 0220) equal to or less than \$130,223 is multiplied by 0.0765. The result is the amount for FICA (0213) for that position.

FICA for each contractual annual salary greater than \$130,223 is calculated in BARS as follows:

- (1) Multiply \$130,223 by 0.0765.
- (2) Multiply the difference between the annual salary and \$130,223 by 0.0145.
- (3) Add result of first two calculations to get the total 0213 amount per position.

✎ Unemployment Compensation Insurance (0214)

The Contractual SD tab in BARS will calculate 0214 based on the salaries entered in 0220. BARS will multiply the amount in subobject 0220 by 0.28%.

Contractual Health Insurance (0217)

Agencies should budget the same level as the FY 2019 appropriation. DBM will work with agencies to determine the final amount by December.

Turnover (0289)

Contractual turnover should be computed on the sum of subobjects 0220, 0213, and 0214 for each subprogram (or program if subprograms are not used) and entered as a negative amount in a record for comptroller object 0289. In FY 2020, each agency should budget contractual turnover based on

the agency's turnover rate for permanent positions **plus an additional 4.21% to account for a "reasonable" vacancy rate for the 11 annual holidays that contractual employees will not receive compensation for in FY 2020.** For example, if the vacancy rate for permanent positions in a given program is zero, 4.21% should be the turnover rate, since the employees will not receive compensation for the 11 holidays. If the vacancy rate for permanent positions is 5%, the total turnover will be 9.21%. **✎ The turnover rate used for a subprogram (or program if subprograms are not used) must be reported using the comment field in BARS.**

All agencies, except higher education institutions, should report supporting detail on the Contractual Positions SD module in BARS. Higher education institutions should report supporting full-time equivalent (FTE) and salary detail per employee category in accordance with the assigned DBM budget analyst's instructions.

✎ Contractual Employees Supporting Detail (SD)

NEW FOR FY 2020 – This module in BARS is used to report all contractual employment for FY 2018 and FY 2019, and identify contractual positions or contractual conversions requested in FY 2020. It replaces the prior DA-22 form. The totals for the Actual, Appropriation and Request years in the Contractual Positions tab in BARS will set the budgetary amounts for Comptroller Subobject 0220 for each subprogram for both dollars and FTEs for each year. **Agencies must fill out all sections of the SD module separately for each year for contractual positions. These SD tabs must reflect the total amount for 0220 in each fiscal year by fund type.**

Unit/Program/Sub-Program Columns: Data supporting contractual employment must be completed at the subprogram level of detail in order to validate in the agency budget adjustment.

Comptroller Subobject: Agencies should select subobject 0220.

Fund: This column should record one of the following codes for the fund type supporting the contractual position each year (01 General Funds, 03 Special Funds, 05 Federal Funds, 07 Non-Budgeted Funds, 09 Reimbursable Funds, 40 Current Unrestricted Funds, and 43 Current Restricted Funds). If there are multiple fund types per contractual position, create a second line to indicate the portion (including total FTEs) that belongs to that secondary fund type.

Class Code: Multiple contractual positions with the same classification in each subprogram may be listed together and shown as a full-time equivalent for the year. For example: 4.25 could represent 17 interpreters who each work on average 3 months per year.

Working Title: This column indicates the title of the provided Class Code and will be pre-populated by BARS based on the selected class code.

Job Purpose/Description: Enter a brief description of the need for the contractual position(s), including any additional justification.

Actual, Current Appropriation, and Request Years: Agencies must report contractual data for each of the three fiscal years to support the FY 2020 Budget Submission.

Fiscal Year FTE Adjustment: If the position is full-time, indicate "1.00." Otherwise, indicate the percentage (to the nearest hundredth) of the position used for each year. A total should be provided for this column.

Fiscal Year Dollars Adjustment: Record the total salary for the contractual position, excluding Social Security or other fringe benefits. These amounts will set the 0220 funds for each reported year at the level (i.e., subprogram) where contractual employees are reported.

Comment: Enter any additional detail to report for the position, such as contractual turnover rate.

Unusual contracts involving an employer-employee relationship between a contractor and the contracting State agency may be consolidated into a single line on this form. This single line must contain a total FTE count for the contracts in this category and the dollar amounts entered in the appropriate columns for the appropriate fiscal years. Types of unusual contracts include:

- Policy exemptions such as students, patients, inmates, direct emergency services, School for the Deaf direct student services, college faculty, on-duty physicians, Board of Public Works, Governor's Office, and intermittent unemployment insurance claims;
- Contracts in the Legislative and Judicial branches of government; and
- Exemptions based on State law.

All contractual conversions should be requested as over-the-target (OTT) request adjustments, even if sufficient funding exists to fund the conversions within the target. Do not include contractual conversions in the budget request. A contractual position and funding must be included in the FY 2019 legislative appropriation to be considered a contractual conversion. The OTT request for Object 01 FTEs should not exceed the amount of FTEs reduced in Object 02. See [Section A.1](#) for further guidance on contractual conversions.

B.4 COMMUNICATION – OBJECT 03

Telephone (0302), Telecommunications (0303), and Misc. Communications Charges (0304)

Subobjects 0302, 0303, and 0304 include projected communication costs billed directly by vendors to an agency. Agencies responsible for their own Private Branch Exchange (PBX) or Centrex service bills should budget the actual usage portion of PBX and Centrex service, including local and long distance. All agencies must ensure that they have sufficient funds to cover 12 months of charges.

DBM Paid Telecommunications (0305)

Telecommunications costs for services centrally managed by the Department of Information Technology (DoIT) are included in subobject 0305. **FY 2020 funding will match the FY 2019 legislative appropriation by fund for 0305 in BARS. The amount in 0305 is restricted and cannot be used for another purpose without the approval of DBM.** DoIT will develop FY 2020 estimated costs for each service including:

- Contract management and administration,
- Statewide Enterprise Networks (Wireless Network and FMIS),
- Network Maryland,
- PBX, and
- Multi Service Centers (MSC) telecommunications costs.
- Voice over Internet Protocol (VoIP)

Note that subobject 0305 will not include charges for DoIT Enterprise coordination with State agencies – additional guidance on budgeting for DoIT support of State agencies will be provided at a later date.

Cell Phone Expenditures (0306)

Agencies must allocate costs for all cellular phones, personal data assistants (PDAs) and tablets using subobject 0306.

Telecommunications Capital Leases (0322)

An agency's portion of current or anticipated FY 2020 lease payments for PBX and MSC related equipment purchased via the State Treasurer's Office Master Lease-Finance Program should be budgeted in subobject 0322. **Similar to 0305, FY 2020 funding will match the FY 2019 legislative appropriation by fund for subobject 0322. The amount in 0322 is restricted and cannot be used in another subobject without the approval of DBM.** DBM and DoIT will make a final determination of the agency budget requirements for subobject 0322.

For further guidance or information related to Telecommunications budget projections, contact: Russell Mueller, at the Department of Information Technology, 410-697-9642 or Russell.Mueller@maryland.gov.

B.5 TRAVEL - OBJECT 04**In-State Travel: Routine Operations (0401) and Conferences/Seminars/Training (0402)**

Agencies should budget in-state travel expenditures in subobject 0401. These costs include tolls, parking fees, and the private mileage reimbursement rate of 54.5 cents per mile. (Note that the mileage reimbursement rate is tied to the Federal reimbursement rate and usually changes in January each year and is updated in the State travel regulations. The rate can change mid-year under extraordinary circumstances, and agencies will be notified during those instances.) Meals may be reimbursed in accordance with State travel regulations at the following amounts:

Breakfast:	\$10.00
Lunch:	\$12.00
<u>Dinner:</u>	<u>\$25.00</u>
Maximum per day:	\$47.00

Subobject 0402 should be used to budget for conference fees, necessary hotels, and other in-state travel costs not included in 0401. Participation in conferences, seminars, and training should be limited to the direct mission of an agency. Using the comment field in BARS to provide details of each planned trip will aid in budget analysis.

Out-of-State Travel: Routine Operations (0403) and Conferences/Seminars/Training (0404)

Subobjects 0403 and 0404 should be budgeted similarly to the “In-State Travel” objects above. Please refer to the State travel regulations for out-of-state reimbursement amounts.

Corporate Purchasing Card (0495)

Agencies should not budget planned expenditures under subobject 0495. Agencies should budget expenditures in the appropriate subobject listed above.

Please refer to the State travel regulations on the DBM website for further guidance:

<http://www.dbm.maryland.gov/Pages/TravelManagementServices.aspx>

B.6 FUEL AND UTILITIES – OBJECT 06

Calculations for fuel and utilities may reflect a historically-based usage projection multiplied by a rate or an FY 2018 actual adjusted by an inflation rate. The methodology used to calculate Fuel and Utilities requests should be explained in a line-item comment in the BARS adjustment. Agencies should include any necessary adjustments related to space utilization in the calculation.

Inventory of Buildings: Agencies should use the line-item comment field in BARS to indicate the square footage of each building served by the fuel and utilities included in the FY 2020 budget request. This information should be specified on a line item basis for each of the buildings included under the particular subobject, following an example similar to “Gas heat/Electricity for X square feet for Field Office in Cumberland”.

Fuel – Natural Gas/Propane (0606): Agencies that use natural gas procured by the Department of General Services (DGS) should request FY 2020 funding of 2.1% over FY 2018 actual expenditures.

Utilities – Electricity (0620): Agencies consuming electricity procured by DGS should request FY 2020 funding of 3.6% over the FY 2018 actual expenditures. *No State agency may purchase electricity in the State's competitive electric utility market until DGS and the Maryland Energy Administration ensure that purchase is consistent with the State's strategy.*

MES Charges (0697): Agencies should use subobject 0697 if the Maryland Environmental Service (MES) provides water, sewage or facility operation services. Agencies should request FY 2020 funding equal to the FY 2019 appropriation by fund for 0697. DBM will update the figures for FY 2020 as needed. Agencies should inform the DBM analyst of any fund split changes in 0697.

Loan Repayment - Energy Conservation Project/State Agency Loan Program (0698): Agencies should request funding in the amount required in their Energy Performance Contract (EPC) or State Agency Loan Program (SALP) contract, **as detailed in the following schedule**. The schedule lists charges known as of June 2018. If an agency plans to initiate a new EPC and/or SALP loan, the amounts on the schedule should be increased. Agencies should provide an itemization of additions and subtractions in the comment field for the line item in BARS. The itemizations should clearly indicate how the request is derived and why it differs from the schedule. Questions should be directed to James McKittrick at James.McKittrick1@maryland.gov.

B.6.1 ENERGY PERFORMANCE CONTRACTS (EPC) AND STATE AGENCY LOAN PROGRAM (SALP) SCHEDULE – SUBOBJECT 0698

Agency Code	Name	EPC Amount FY 2020	SALP Amount FY 2020	Total 0698
D28	MD STADIUM AUTHORITY	\$982,885	\$101,000	\$1,083,885
D55	MD DEPT OF VETERAN AFFAIRS	\$56,942	\$10,546	\$67,488
D90	CANAL PLACE AUTHORITY		\$14,171	\$14,171
H00	DEPT OF GENERAL SERVICES	\$1,595,948		\$1,595,948
J00B	MD STATE HIGHWAY ADMIN	\$1,841,257	\$300,000	\$2,141,257
J00D	MD PORT ADMINISTRATION	\$969,319	\$157,000	\$1,126,319
J00E	MOTOR VEHICLE ADMIN	\$175,071	\$157,423	\$332,494
J00H	MD TRANSIT ADMIN	\$497,172		\$497,172
J00I	MD AVIATION ADMIN	\$1,610,650	\$81,000	\$1,691,650
J00J	MD TRANSPORTATION AUTHORITY	\$796,579		\$796,579
K00	DNR - MANNING FISH HATCH		\$4,626	\$4,626
L00	MD DEPT OF AGRICULTURE	\$195,817	\$28,455	\$224,272
M00	MD DEPT OF HEALTH	\$3,196,367	\$58,000	\$3,254,367
Q00	DEPT OF PUBLIC SAFETY AND CORRECTIONAL SERV	\$1,510,692		\$1,510,692
R00	STATE DEPT OF EDUCATION	\$177,434		\$177,434
R14	ST. MARY'S COLLEGE OF MARYLAND	\$205,370		\$205,370
R30B22	UM COLLEGE PARK	\$1,846,179	\$518,462	\$2,364,641
R30B28	UNIVERSITY OF BALTIMORE	\$652,409		\$652,409
R30B34	UM CENTER FOR ENVIRO SCIENCE	\$149,525	\$126,194	\$275,719
V00	DEPARTMENT OF JUVENILE SERVICES	\$479,667	\$77,700	\$557,367
W00	MD STATE POLICE	\$485,843	\$20,200	\$506,043

B.7 MOTOR VEHICLE OPERATIONS AND MAINTENANCE – OBJECT 07

The budget process is the most appropriate method for requesting vehicles. Agencies are expected to include complete FY 2020 vehicle needs within the FY 2020 budget request.

Each agency should carefully consider the use of its motor vehicle fleet in terms of annual mileage and consistent use before submitting requests for replacement or additional vehicles. This fleet review should include an effort to downsize the fleet, especially for vehicles assigned to headquarters staff. Fleet analysis must include a review of field staff vehicle usage. From a cost savings standpoint, field staff currently traveling in private vehicles that generate excessively high mileage (10,000 miles annually), and consequently high privately owned vehicle (POV) reimbursements, are strong candidates for State motor vehicle assignments.

Replacement Vehicles

An agency should determine whether all the vehicles in its fleet are essential to program operations. A concerted effort to downsize fleets will assist the overall budget process. All replacement vehicles will be budgeted and requisitioned by size and type. A vehicle may be considered for replacement if its mileage will exceed 100,000 miles by March 2020. *However, 100,000 miles is only an indicator that the potential exists to replace a vehicle; it is not the benchmark used for approval.* DBM will review each vehicle request on a case-by-case basis. Requests to replace vehicles with lower mileage must be justified.

Additional Vehicles

Additional vehicles should be requested only if:

- No existing vehicle can be reassigned to fill the need.
- The vehicle will be driven at least 10,000 miles per year.
- There is a cost savings (provide written justification).

Sport Utility Vehicles (SUVs) (does not apply to law enforcement agencies)

Agencies are required to include justification for each replacement and additional SUV request, using DBM's Fleet Administration Unit (FAU) criteria:

- Description of the primary purpose or use of the vehicle and the frequency of its use. *Incident weather is not a valid justification.*
- Detailed explanation why existing agency SUV fleet cannot be realigned to meet the need.
- Detailed explanation proving that purchasing a smaller or alternative type of vehicle with options does not meet the needs of the agency.
- Detailed explanation demonstrating that the vehicle will be operated off-road more than 20% of the year.

Pricing

The price list for vehicles using regular and alternative fuel is located on page 8 of this section. The price list provides estimated purchase prices to replace different types of vehicles. The prices must be adjusted by the estimated trade-in value of each vehicle, found on page 9 of this section. Justification for any deviation in price and trade-in value from those provided in this table must be detailed using the comment field in BARS.

✎ The budget adjustment for new and replacement vehicles should be made using the Vehicles Supporting Detail (SD) tab, which replaces the prior DA-8:

BARS Comment Column Each agency should provide justification and/or itemization of requested items.

Motor Vehicle O&M Supporting Detail Tab Each agency must fill out all sections of the Vehicles SD tab for replacement or additional vehicles for FY 2020, but not for prior year budgeted vehicles. These SD tabs must reflect the total amount for new vehicle purchases (0701 or similar subobject) by subprogram by fund type.

All new and replacement sedans, if approved, will be the Type 1-Standard State Sedan unless adequate justification is provided for a different type of vehicle.

Each agency also should include the following information in the comment field:

- Explanation of why low-mileage replacement vehicles should be considered for approval (damaged beyond economical repair, will incur extraordinary maintenance costs, etc.).
- Reason that vehicles are being replaced with a different vehicle type.

Agencies, such as the Maryland Department of Transportation and the Department of Natural Resources, that apply “add-on” characteristics to vehicles must use the Add-On Value and Comment column in the Vehicles tab to indicate the price and detail for those purchases.

Vehicle requests made during FY 2020 are discouraged, and consideration of such requests will be limited. If an agency determines that an unscheduled vehicle replacement is needed during FY 2020, the agency will be expected to substitute the vehicle replacement with a scheduled FY 2020 replacement. Out-of-schedule vehicle requests due to “new” programs and federal funding must be submitted as a deficiency request for FY 2020.

Any unscheduled vehicle requisitions must be justified in the FMIS Notepad prepared by the agency. Examples of justifications might be:

- why and how the purchase of the vehicle will save the State money,
- an accident damaged the vehicle beyond reasonable cost to repair,
- excessive repairs to a vehicle will be more expensive than purchasing a new vehicle, or
- recent receipt by the agency of new grant funds (Special, Federal, Reimbursable).

Vehicle Operating Costs (0702 - Gas and Oil and 0703 - Maintenance and Repairs)

The justification for Gas and Oil and Maintenance and Repair should be provided using a brief explanation in the BARS comment field with a rate per mile (see [Section B.14](#) - Standard Rates and Schedules), e.g., “\$X per mile for 10 vehicles with 10,000 miles driven annually” or actual expenditures plus a reasonable inflation assumption.

Auto Insurance (0704)

A schedule of automobile insurance payments to the State Treasurer’s Office (STO) is included on page 11 of this section. Specific questions regarding premiums should be directed to the STO at 410-260-7684.

Commute Charges (0789)

DBM’s FAU has established a commute charge policy based on the actual miles traveled for a one-day round trip commute as opposed to a zone charge. The **FY 2020 Commute Deduction Chart** (pages 9 to 10 of this section) outlines the cost per round trip for sedans and light trucks and vans (LTVs). Agencies should multiply the round trip rate by the number of payrolls for each eligible commuter to calculate the FY 2020 budget request at a subprogram or program total level. *Please note that the actual FY 2020 schedule to be used will be developed near the beginning of FY 2020 and may be different than the chart in these instructions.*

Additional Information

If you have any questions pertaining to budgeting for vehicle operations and maintenance, please contact the assigned DBM budget analyst or Joe Consoli, DBM Fleet Administration Unit, at (410) 260-7195 or Joseph.consoli@maryland.gov.

B.7.1 GUIDELINES FOR AUTHORIZATION AND USE OF STANDARD STATE VEHICLES BY CLASSIFICATION**SEDANS**

Passenger cars, marked and unmarked cars

<u>Type</u>	<u>Description</u>
1	Standard State Sedan (Gasoline): Normal staff/client transportation for driver and up to four passengers with limited trunk or storage space.
1-E	Fully Electric Compact Sedan: Fully electric vehicle capable of traveling at least 30 miles between charging.
1-H	Hybrid State Sedan: Same as Type 1 except fueled by combining a gasoline engine with a powerful electric motor.
1-M	Standard Mid-Size Sedan: Normal staff/client transportation for driver and up to 4 passengers with full trunk and storage space.
1-PH	Plug-In Hybrid Sedan: Same size as a Type 1 and fueled by combining a gasoline engine with a powerful electric motor.
2-C	Flex-Fueled Executive Sedan: May be fueled solely by ethanol (E-85), unleaded gasoline, or a mixture of the alcohol fuel and gasoline from the same tank.
2-H	Hybrid Executive Sedan: Fueled by combining a gasoline engine with a powerful electric motor.
2-PH	Plug-In Hybrid Executive Sedan: Fueled by combining a gasoline engine with a powerful electric motor.
3-1	Standard Maryland State Police (MSP) Police Sedan, Unidentified (Non-Ethanol): For use by MSP, Natural Resources Police, and line public safety functions with statutory arrest powers authorized to carry firearms and make arrests as part of routine duty.
4	Standard Law Enforcement Sedan (All-Wheel Drive (AWD)): For use by MSP, Natural Resources Police, and other law enforcement units in line operations that require a vehicle with more capability and interior room than the Type 1 Standard State Sedan.

LIGHT TRUCKS AND VANS (LTVs)

Light trucks and vans including pickup trucks, cargo, and carry-all vans with maximum rated payload of 2,500 pounds or less, and passenger vans with 12 passenger capacity (with the driver).

<u>Type</u>	<u>Description</u>
5	Compact Pick-up Truck: General light hauling where cargo/payload should not exceed 1,000 lbs. Not recommended for snowplow operation.
6-C	Flex-Fueled ½-Ton Pick-up Truck (Ethanol E-85): General light hauling where cargo/payload should not exceed 1,500 lbs. Option available for 4 X 4 when necessary for off-road and grounds maintenance. May be fueled solely by ethanol (E-85), unleaded gasoline, or a mixture. Not recommended for snow plowing.

- 6-P **Police Special Service - 1/2-Ton Pick-up Truck (Unleaded gasoline):** Not recommended for snow plowing; has a V8 engine.
- 7 **3/4-Ton Pick-up Truck:** General light hauling where cargo/payload should not exceed 2,500 lbs. Option available for 4 X 4 when necessary for off-road, grounds maintenance, or snow plow operation.
- 8 **1-Ton Pick-up Truck with Regular Cab:** General light hauling where cargo/payload does not exceed 3,500 lbs. Option for 4 X 4 available when necessary for off road, grounds maintenance, or light snow plowing.
- 9 **Part-time Four Wheel Drive Compact Utility Vehicle with Console:** For off-road transport and as justified based on job function and established criteria.
- 9-P **Flex-Fueled Part-time All Wheel Drive Compact Utility Vehicle (Ethanol E-85):** May be fueled solely by ethanol (E-85), unleaded gasoline, or a mixture of alcohol fuel and gasoline from the same tank. For off-road transport and as justified based on job function and established criteria.
- 10-1 **Part-time Four Wheel Drive Full Size Utility Vehicle with Extended Cab:** Restricted to those agencies towing 6,000 to 8,000 pounds and carrying payloads of 1,300 to 1,700 pounds. For off-road transport and as justified based on job function/established criteria.
- 10-C **Part-time Four Wheel Drive Full Size Utility Vehicle with Console (Ethanol E-85):** Restricted to those agencies towing 6,000 to 8,000 pounds and carrying payloads of 1,300 to 1,700 pounds. For off-road transport and as justified based on job function and established criteria; may be fueled solely by ethanol (E-85), unleaded gasoline, or a mixture of the alcohol fuel and gasoline from the same tank.
- 10-M **Part-time Four Wheel Drive Mid-Size Utility Vehicle:** Recommended for towing up to 5,000 pounds and carrying payloads of 12,000. For off-road transport and as justified based on job function and established criteria.
- 10-P **Two Wheel Drive Full-Size Utility Police Pursuit Certified Vehicle:** For use by law enforcement officers in pursuit, possibly off-road. Not recommended for towing.
- 11 **Five Passenger Mini-Wagon/Van:** Passenger/client transport with more cargo space than in the Standard Sedan.
- 11-1 **Mobility Mini-Van:** This vehicle is used as a paratransit vehicle, providing transportation for ambulatory passengers and having the capability to accommodate one or two wheelchair passengers.
- 11-C **Five Passenger Mini-Wagon/Van (Ethanol-85):** Passenger/client transport with more cargo space than in the Standard Sedan; may be fueled solely by ethanol (E-85), unleaded gasoline, or a mixture of the alcohol fuel and gasoline from the same tank.
- 13-C **Flex-Fueled Full-Size Eight (8) Passenger Specialty Wagon/Van:** Passenger/client transport; may be fueled by ethanol (E-85), unleaded gasoline, or a mixture of alcohol fuel and gasoline from the same tank.

- 14-C **Flex-Fueled Full-Size Twelve (12) Passenger Wagon/Van:** Passenger/client transport; may be fueled by ethanol (E-85), unleaded gasoline, or a mixture of alcohol fuel and gasoline from the same tank.
- 17-C **Full-Size ¾-Ton Specialty Cargo Van:** May be fueled solely by ethanol (E-85), unleaded gasoline, or a mixture of alcohol fuel and gasoline from the same tank.
- 18 **Full Size 1 Ton Cargo Van:** General light hauling and utility work where cargo/payload does not exceed 3,600 lbs. Cargo/payload rides in same compartment as driver and passenger. Often used for building maintenance assignments where cargo/payload should not be transported in unprotected open bed pick-up trucks.

HEAVY TRUCKS

Trucks with a maximum rated capacity of over 2,500.

- | <u>Type</u> | <u>Description</u> |
|-------------|---|
| 19 | Truck – 1 Ton Dump – Regular Cab: General grounds and building maintenance such as hauling hand-loaded dirt, cinders, rock salt, and debris. 4 x 4 option available when necessary for off-road operation and medium-duty snowplowing. |
| 19-1 | Truck - 1-Ton Crew Cab & Chassis Dump: Same as Type 19 except equipped with 6-man crew cab. Can be fitted with the following body types:
Type 19-2 - Stake Body with Hydraulic Tailgate
Type 19-3 - Dump Stake Body
Type 19-4 - Dump Stake Body with Hydraulic Tailgate
Type 19-5 - 12' Van Body with Hydraulic Lift Gate |
| 20 | Truck - Regular Cab and Chassis - 16,000 lbs. Gross Vehicle Weight Rating (GVWR): Used for general hauling of materials loaded by hand or power shovel. Can be fitted with the following body types:
Type 20-1 - Stake Body
Type 20-2 - Stake Body with Hydraulic Tailgate
Type 20-3 - Dump Stake Body
Type 20-4 - Dump Stake Body with Hydraulic Tailgate
Type 20-5 - 14' Van Body with Hydraulic Lift Gate |
| 21 | Truck – Regular Cab and Crew Cab Dump - 36,000 lbs. GVWR: Required for general highway maintenance such as hauling crushed stone, heavy rock, dirt, cinders, rock salt, and debris; heavy-duty snow removal by pushing a 10' snow plow of approximately 1,500 to 2,000 lbs.
Type 21-2 – Stake Body with Hydraulic Tailgate
Type 21-3 – Dump Stake Body
Type 21-4 – Dump Stake Body with Hydraulic Tailgate
Type 21-5 – 14' Van Body with Hydraulic Lift Gate |
| 22 | Truck – Regular Cab Dump - 21,000 lbs. GVWR: For general hauling of materials loaded by hand or power shovel. Can be used with 9' maximum width snowplow. |
| 23 | Police Motorcycle: Motorized vehicle for law enforcement agencies with arrest powers. Used for patrolling and other law enforcement activities. |

- 24 **Aerial Bucket Truck:** Used for the installation and maintenance of overhead power lines, parking lot light standards, road signs, tree trimming, or other assignments involving work at heights not normally accessible to workers using ordinary step ladders or other forms of portable scaffolding. The characteristics of the cab and chassis are determined by the boom and bucket requirements.
- 25 **Wrecker Truck:** Used for the transport or towing of other motor vehicles or other mobile equipment (bulldozers, tractors, disabled vehicles, etc.) The characteristics of the cab and chassis are determined by the size and weight of the vehicle to be transported. Loaded by hand or power shovel. Can be used with 9' maximum width snowplow.
- 26 **Client Transport Bus:** Used to transport groups of more than 15 people (patients, prisoners, etc.). The characteristics of the particular unit (e.g., seating capacity and arrangements, security screening, etc.) are determined by the mission to be accomplished.
- 27 **Sewer Vac Truck:** Used by highway maintenance facilities to remove debris from roadside drainage systems. The characteristics of the cab and chassis are determined by the requirements of the vacuuming system.
- 28 **Road Sweeper Truck:** Used by highway maintenance facilities to remove debris from roads and bridges. The characteristics of the cab and chassis are determined by the requirements of the sweeping system.
- 29 **De-icer Truck:** Used by airports to apply de-icing fluid to aircraft. The characteristics of the cab and chassis are determined by the requirements of the de-icing system.
- 30 **High Speed Multi-Purpose Snow Removal Trucks:** Used to remove snow from airport runways. The characteristics of the cab and chassis are determined by the requirements of the de-icing system.
- 31 **Mobile Command Truck:** Used by State Law Enforcement units as a mobile command center and enables these units to direct operational activities from the field.
- 32 **Armored Personnel Vehicle:** Used by State Law Enforcement units to perform critical response and rescue operations in a safe, secure, and highly mobile armored vehicle.

BUS: A bus that has a seating capacity of more than 15 passengers, including those with modified capacity to accommodate the mission of the program (e.g., wheelchair lifts).

AIRCRAFT: Airplanes and helicopters including those designed to alight on water, and the associated ground support equipment (e.g., tugs, tow bars, auxiliary power units, etc.)

WATERCRAFT: All types of boats regardless of power source (sail, inboard, outboard, paddles, oars, etc.), boat trailers or other equipment (except sedans, LTVs, or trucks) used to transport watercraft over land, and all types of outboard motors, including electric.

RAIL VEHICLE: Any vehicle designed to operate on the rail system to include engines, subway cars, passenger cars, and all types of railway cargo carriers or rolling stock.

MISCELLANEOUS/OTHER: Any vehicle not covered by one of the other categories, including motorcycles, all-terrain vehicles, snowmobiles, road graders, farm tractors, riding mowers, trailer mounted motor-generator sets and/or air compressors, portable office trailer, motor homes, cargo trailers, equipment haulers, back hoes, trenchers, and other motorized equipment whose primary purpose does not include transport of persons or personal effects.

B.7.2 STANDARD PURCHASE PRICES FOR VEHICLES – FY 2020

Type No	Description	Estimated Purchase Price
1	Standard State Sedan, Gasoline	\$16,600
1-E	Fully Electric Compact Sedan	26,300
1-H	Hybrid State Sedan	22,900
1-M	Standard Mid-Size Sedan	17,600
1-PH	Plug-In Hybrid Sedan	23,900
2-C	Flex-Fueled Executive Sedan (Ethanol E-85)	21,700
2-H	Hybrid Executive Sedan	23,900
2-PH	Plug-In Hybrid Executive Sedan	28,000
3-1	Standard Law Enforcement Sedan, V6-Rear-Wheel Drive (RWD)	20,500
3-1	Standard Law Enforcement Sedan, V8-AWD	25,200
3-1	Standard Law Enforcement Sedan, V8-RWD	23,200
4-C	Standard Law Enforcement Sedan (Ethanol E-85)	25,500
5	Compact Pick-up Truck	22,900
6-C	Flex-Fueled ½ Ton Pick-Up Truck (Ethanol E-85) V8 Engine	18,600
6-P	Police Special Service ½-Ton Pick-Up Truck	25,900
7	¾-Ton Pick-up Truck	22,800
8	1-Ton Pick-up Truck	26,000
9	Compact Utility with Console	22,000
9-P	Compact Utility (Ethanol E-85)	28,700
10-1	Full-Size Utility, Extended	37,900
10-C	Full-Size Utility with Console (Ethanol E-85)	33,800
10-M	Mid-Size Utility	24,800
10-P	Full-Size Utility Certified Police Pursuit	31,900
11	Compact Specialty Wagon/Van	18,700
11-1	Mobility Mini-Van	39,200
11-C	Five (5) Passenger Mini-Wagon (Ethanol E-85)	23,000
13-C	Flex-Fueled Full-Size Eight (8) Passenger Wagon (Ethanol E-85)	25,000
14-C	Flex-Fueled Full-Size Twelve (12) Passenger Wagon	26,000
17-C	¾ -Ton Cargo Van (Ethanol E-85)	21,300
18-C	1-Ton Cargo Van (Ethanol –E-85)	24,500

B.7.3 TRADE-IN/RESALE VALUES: AUTOMOBILES, LIGHT TRUCKS AND VANS

Year	Standard Sedan	1/2-Ton Pick-Up	3/4-Ton Pick-Up	SUV Compact 4 x 4	Mini-Van	3/4-Ton Passenger Van	3/4-Ton Van
2012	1,331	4,914	6,022	2,864	2,434	4,848	4,656
2013	1,703	5,245	7,638	3,651	3,148	5,263	5,524
2014	1,463	5,204	9,291	4,499	3,161	6,009	5,741
2015	1,876	6,832	9,185	4,710	3,053	6,405	6,235
2016	1,905	7,658	9,585	5,197	3,648	6,777	8,532
2017	2,263	8,911	12,425	4,988	4,774	8,954	11,870

B.7.4 VEHICLE COMMUTE DEDUCTION CHART – FY 2020

If your one day round trip commute mileage is:	Your bi-weekly commute deduction for a sedan will be:	for a LTV:	If your one day round trip commute mileage is:	Your bi-weekly commute deduction for a sedan will be:	for a LTV:	If your one day round trip commute mileage is:	Your bi-weekly commute deduction for a sedan will be:	for a LTV:
1	\$3.15	\$4.34	50	\$157.25	\$216.75	99	\$311.36	\$429.17
2	\$6.29	\$8.67	51	\$160.40	\$221.09	100	\$314.50	\$433.50
3	\$9.44	\$13.01	52	\$163.54	\$225.42	101	\$317.65	\$437.84
4	\$12.58	\$17.34	53	\$166.69	\$229.76	102	\$320.79	\$442.17
5	\$15.73	\$21.68	54	\$169.83	\$234.09	103	\$323.94	\$446.51
6	\$18.87	\$26.01	55	\$172.98	\$238.43	104	\$327.08	\$450.84
7	\$22.02	\$30.35	56	\$176.12	\$242.76	105	\$330.23	\$455.18
8	\$25.16	\$34.68	57	\$179.27	\$247.10	106	\$333.37	\$459.51
9	\$28.31	\$39.02	58	\$182.41	\$251.43	107	\$336.52	\$463.85
10	\$31.45	\$43.35	59	\$185.56	\$255.77	108	\$339.66	\$468.18
11	\$34.60	\$47.69	60	\$188.70	\$260.10	109	\$342.81	\$472.52
12	\$37.74	\$52.02	61	\$191.85	\$264.44	110	\$345.95	\$476.85
13	\$40.89	\$56.36	62	\$194.99	\$268.77	111	\$349.10	\$481.19
14	\$44.03	\$60.69	63	\$198.14	\$273.11	112	\$352.24	\$485.52
15	\$47.18	\$65.03	64	\$201.28	\$277.44	113	\$355.39	\$489.86
16	\$50.32	\$69.36	65	\$204.43	\$281.78	114	\$358.53	\$494.19
17	\$53.47	\$73.70	66	\$207.57	\$286.11	115	\$361.68	\$498.53
18	\$56.61	\$78.03	67	\$210.72	\$290.45	116	\$364.82	\$502.86
19	\$59.76	\$82.37	68	\$213.86	\$294.78	117	\$367.97	\$507.20

FY 2020 Operating Budget Submission Requirements

If your one day round trip commute mileage is:	Your bi-weekly commute deduction for a sedan will be:	for a LTV:	If your one day round trip commute mileage is:	Your bi-weekly commute deduction for a sedan will be:	for a LTV:	If your one day round trip commute mileage is:	Your bi-weekly commute deduction for a sedan will be:	for a LTV:
20	\$62.90	\$86.70	69	\$217.01	\$299.12	118	\$371.11	\$511.53
21	\$66.05	\$91.04	70	\$220.15	\$303.45	119	\$374.26	\$515.87
22	\$69.19	\$95.37	71	\$223.30	\$307.79	120	\$377.40	\$520.20
23	\$72.34	\$99.71	72	\$226.44	\$312.12	121	\$380.55	\$524.54
24	\$75.48	\$104.04	73	\$229.59	\$316.46	122	\$383.69	\$528.87
25	\$78.63	\$108.38	74	\$232.73	\$320.79	123	\$386.84	\$533.21
26	\$81.77	\$112.71	75	\$235.88	\$325.13	124	\$389.98	\$537.54
27	\$84.92	\$117.05	76	\$239.02	\$329.46	125	\$393.13	\$541.88
28	\$88.06	\$121.38	77	\$242.17	\$333.80	126	\$396.27	\$546.21
29	\$91.21	\$125.72	78	\$245.31	\$338.13	127	\$399.42	\$550.55
30	\$94.35	\$130.05	79	\$248.46	\$342.47	128	\$402.56	\$554.88
31	\$97.50	\$134.39	80	\$251.60	\$346.80	129	\$405.71	\$559.22
32	\$100.64	\$138.72	81	\$254.75	\$351.14	130	\$408.85	\$563.55
33	\$103.79	\$143.06	82	\$257.89	\$355.47	131	\$412.00	\$567.89
34	\$106.93	\$147.39	83	\$261.04	\$359.81	132	\$415.14	\$572.22
35	\$110.08	\$151.73	84	\$264.18	\$364.14	133	\$418.29	\$576.56
36	\$113.22	\$156.06	85	\$267.33	\$368.48	134	\$421.43	\$580.89
37	\$116.37	\$160.40	86	\$270.47	\$372.81	135	\$424.58	\$585.23
38	\$119.51	\$164.73	87	\$273.62	\$377.15	136	\$427.72	\$589.56
39	\$122.66	\$169.07	88	\$276.76	\$381.48	137	\$430.87	\$593.90
40	\$125.80	\$173.40	89	\$279.91	\$385.82	138	\$434.01	\$598.23
41	\$128.95	\$177.74	90	\$283.05	\$390.15	139	\$437.16	\$602.57
42	\$132.09	\$182.07	91	\$286.20	\$394.49	140	\$440.30	\$606.90
43	\$135.24	\$186.41	92	\$289.34	\$398.82	141	\$443.45	\$611.24
44	\$138.38	\$190.74	93	\$292.49	\$403.16	142	\$446.59	\$615.57
45	\$141.53	\$195.08	94	\$295.63	\$407.49	143	\$449.74	\$619.91
46	\$144.67	\$199.41	95	\$298.78	\$411.83	144	\$452.88	\$624.24
47	\$147.82	\$203.75	96	\$301.92	\$416.16	145	\$456.03	\$628.58
48	\$150.96	\$208.08	97	\$305.07	\$420.50	146	\$459.17	\$632.91
49	\$154.11	\$212.42	98	\$308.21	\$424.83	147	\$462.32	\$637.25

B.7.5 INSURANCE CHARGES DUE TO STATE TREASURER'S OFFICE (0704)

Agency Code	Agency Name	FY 19 0704	Agency Code	Agency Name	FY 19 0704
B75	General Assembly/Legislative Services	1,611	H00	Department of General Services	
C00	Judiciary	13,438	A01	Office of the Secretary	3,259
C80	Office of the Public Defender	540	B01	Office of Facilities Security	4,320
C81	Office of the Attorney General	2,051	C01	Office of Facilities Ops & Maint	13,320
C82	Office of the State Prosecutor	540	D01	Office of Procurement & Logistics	1,440
C90	Public Service Commission	3,060	E01	Office of Real Estate	1,080
C98	Workers' Compensation Commission	360	G01	Office of Facilities Planning	4,860
D10	Executive Dept-Governor	1,536	J00	Department of Transportation	
D13	Maryland Energy Administration	180	A01	Secretary's Office	5,129
D15	Boards Commissions & Offices	1,980	B01	State Highway Administration	659,384
D16	Secretary of State	540	D00	Maryland Port Administration	46,897
D17	Historic St. Mary's City Commission	3,780	E00	Motor Vehicle Administration	28,790
D18	Governors Office for Children	360	H01	MD Transit Administration	70,920
D26	Md Dept of Aging	540	I00	Maryland Aviation Administration	111,771
D28	Md Stadium Authority	4,140	J00	MD Transportation Authority	396,662
D30	Md Food Center Authority	3,960	K00	Department of Natural Resources	
D38	State Board of Elections	180	A01	Office of the Secretary	60,786
D40	Department of Planning	8,100	A02	Forest Service	57,600
D50	Military Department	27,809	A03	Wildlife & Heritage Service	57,060
D53	MD Inst for Emergency Medical Services	6,490	A04	Maryland Park Service	172,440
D55	Department of Veterans Affairs	16,979	A05	Land Acquisition & Planning	1,440
D60	State Archives	540	A06	Licensing and Registration Service	540
D80	Maryland Insurance Administration	1,854	A07	Natural Resources Police	81,900
D90	Canal Place Preservation & Dev. Auth.	180	A09	Engineering & Construction	11,340
D99	Office of Administrative Hearings	1,260	A10	Critical Area Commission	180
E00	Comptroller of the Treasury		A12	Resource Assessment Service	9,000
A01	Office of the Comptroller	12,135	A13	Maryland Environmental Trust	360
E20	State Treasurer		A14	Chesapeake and Coastal Service	2,340
B01	Treasury Management	281	A17	Fishing and Boating Services	51,660
E50	Dept of Assessments & Taxation	1,483	L00	Department of Agriculture	
E75	State Lottery & Gaming Control Agency	18,314	A11	Office of the Secretary	9,803
E80	Property Tax Assessment Appeals Board	180	A12	Office of Marketing	9,360
F10	Dept of Budget & Management		A14	Office of Plant Indust. & Pest Mgmt	23,400
A01	Office of the Secretary	1,055	A15	Office of Resource Conservation	13,680
F50	Department of Information Technology	720			
G20	MD State Retirement & Pension Systems	540			

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Agency Code	Agency Name	FY 19 0704	Agency Code	Agency Name	FY 19 0704
M00	Maryland Department of Health		Q00	Dept. of Public Safety and Corr. Serv	
A01	Office of the Secretary	14,650	A01	Office of the Secretary	45,997
B01	Regulatory Services	7,560	A02	Deputy Secretary for Operations	25,020
F03	Prevention & Health Promot. Admin.	118,980	A03	Maryland Correctional Enterprises	25,380
F05	Office of The Chief Medical Examiner	540	C01	Md Parole Commission	900
I03	Western Maryland Center	1,620	D00	Patuxent Institution	10,260
I04	Deer's Head Center	1,260	G00	Police & Corr Training Commissions	14,220
J02	Laboratories Administration	1,260	N00	Maryland Comm on Corr. Standards	180
L01	Behavioral Health Administration	540	R02	Corrections - West	34,920
L04	Thomas Finan Hospital Ctr	5,040	R03	Div of Parole and Probation - West	15,660
L05	Reg Inst for Children & Adoles-Balto	1,620	S02	Corrections - East	50,220
L07	Eastern Shore Hospital Ctr	3,600	S03	Div of Parole and Probation - East	14,940
L08	Springfield Hospital Ctr	16,380	T03	Div of Parole and Probation - Central	7,560
L09	Spring Grove Hospital Ctr	14,580	T04	Detention - Pretrial	1,620
L10	Clifton T Perkins Hospital Ctr	2,880	R00	State Dept of Education	
L11	John L. Gildner Reg Inst. for Child	2,160	A01	Headquarters	13,033
L15	Behavioral Health Admin Fac. Maint	900	R13	Morgan State Univ	18,029
M01	Dev Disabilities Admin	360	R14	St Mary's College of MD	15,273
M05	Holly Center	5,940	R15	Md Public Broadcasting Comm	3,644
M06	DDA- Court Involved Delivery Sys.	900	R30	University System of Maryland	
M07	Potomac Center	3,240	R31	UoM, Baltimore Campus	13,453
M15	Dev Disabilities Admin Facility Maint	540	R32	UoM, College Park Campus	287,113
Q01	Medical Care Programs Admin	720	R23	Bowie State University	10,089
R01	Health Regulatory Commission	1,440	R24	Towson University	48,129
N00	Department of Human Services		R35	UoM, Eastern Shore	41,220
A01	Office of the Secretary	17,217	R26	Frostburg State University	22,498
B00	Social Services Admin	900	R27	Coppin State University	12,105
E01	Operations Office	4,860	R28	University of Baltimore	2,711
F00	Office of Tech. for Human Services	900	R29	Salisbury University	22,320
G00	Local Dept. Operations (Soc. Serv)	62,100	R40	UoM, University College	1,260
H00	Child Support Enforcement Admin	1,260	R41	UoM, Baltimore County	38,761
I00	Family Investment Administration	720	R44	UoM, Ctr for Envir Science	12,380
P00	Department of Labor, Licens. & Regul.		R46	Univ System of Md, Hdqtr	180
B01	Division of Administration	4,869	R62	Md Higher Education Commission	568
D01	Div of Labor & Industry	5,580	R95	Baltimore City Community College	4,461
G01	Div of Workforce Development	3,240	R99	Md School for Deaf	5,400
H01	Office of Unemployment Insurance	1,080	S00	Dept of Housing & Comm Dev	
			A27	Division of Finance and Admin	5,400
			S50	African American History Museum	180

Agency Code	Agency Name	FY 19 0704
T00	Dept of Business & Economic Dev	
A00	Office of Secretary	3,060
F00	Div of Business & Industry Sect. Dev	1,080
U00	Department of the Environment	
A01	Office of the Secretary	6,937
A04	Water Management Admin	19,440
A06	Land Management Administration	11,700
A07	Air And Radiation Mgmt Admin.	5,760
A10	Coordinating Offices	4,320
U10	Maryland Environmental Service	147,622
V00	Department of Juvenile Services	
D01	Office of the Secretary	180
D02	Departmental Support	25,256
E01	Residential & Community Operations	21,960
G01	Region 1- Baltimore City	1,800
H01	Region 2 - Central Region	2,340
I01	Region 3 - Western Region	1,980
J01	Region 4 - Eastern Region	2,340
K01	Region 5 - Southern Region	2,700
L01	Region 6 - Metro Region	1,620
W00	Department of State Police	
A01	Maryland State Police	583,552
A02	Fire Prevent. Comm and Fire Marshal	14,896

B.8 CONTRACTUAL SERVICES – OBJECT 08

Interagency Agreements

All interagency agreements of \$25,000 or more must be reported in the Contract/Grant Supporting Detail (SD) module in BARS. Agencies must use subobject 0885, “In-State Services – Other,” to budget expenditures related to interagency agreements. This subobject also may be used for agreements with local government entities.

Agreements Between a State Agency and a Public Institution of Higher Education

Section 28 of the FY 2019 Budget Bill requires State agencies and public institutions of higher education to report to DBM by August 1, 2018 on any interagency agreements in place in FY 2018 between them **in which total expenditures exceeded \$100,000**. Section 28 also requires agencies and institutions to receive approval from the Secretary of DBM before entering into any new higher education agreements in FY 2019 **in which total expenditures may exceed \$500,000**. Please note the General Assembly requests in Section 28 that agencies establish a goal of having five percent of interagency agreement expenditures be awarded to Historically Black Colleges and Universities.

For additional information, please refer to the reporting requirements on the DBM website, <http://dbm.maryland.gov/proc-contracts/Pages/InteragencyAgreementReporting.aspx>

✎ DBM Billing for the BARS Budget System

Beginning in FY 2020, agencies supported by non-general funds will begin being billed for the operation and maintenance of the BARS budget system. These charges will be made for agencies using the Comptroller Subobject 0897. Funds relating to these charges will not be included in agencies’ targets and will be addressed later in the year during the budget cycle.

Contracts

The Contract/Grant Supporting Detail (SD) tab is required for each program or subprogram with budgeted contracts. **Agencies will be responsible for providing complete contract detail for each year for the Contract/Grant SD tab.** Where contracts are funded in various subprograms or with multiple fund types, there should be an entry for each funding component for each contract. Agencies are responsible for creating their own convention for reporting purchase orders (POs) in situations where there are overarching multi-year contracts from a vendor/grantee as well as single fiscal year contracts from the same vendor/grantee.

- Each contract greater than \$25,000 must be listed separately.
- Contracts less than \$25,000 must be included on one line (not listed separately) for each subprogram, selecting “Miscellaneous” as the contract name.
- Agencies should provide a subtotal of actual, appropriation, and request amounts at the subobject level of detail for each subprogram.

The components of complex "lump sum" line-item requests should be detailed and justified, preferably using the comment field in BARS, with rates and units of service for all components. Line-item requests for simpler amounts may also be justified using the comment field in BARS.

The justification for each contractual service line-item should explain how the request for each line-item was determined. Examples may include:

- Planned actual cost of the next year of an approved multi-year contract,
- Three-year average of expenditures plus inflation,
- Current contract plus inflation, or
- Projected rate times units of service.

It is strongly recommended that agencies use subobject 0899 only if there is no other appropriate subobject. Be prepared to explain the detail behind any items included in 0899.

B.9 SUPPLIES AND EQUIPMENT – OBJECTS 09, 10 and 11

Supplies and Materials (Object 09)

Please refer to the Department of General Services website for statewide contracts for agency supplies at <http://dgs.maryland.gov/Pages/Procurement/BidsAwards.aspx>. For food and supplies for food preparation, select the “Food (Related)” category.

The justification for the agency's food requests should be presented using the comment fields in BARS. Generally, the justification reflects the number of people served, multiplied by number of meals per day, multiplied by the number of days. In addition, the cost of the meals should be justified.

Equipment: Replacement and Additional (Object 10: Replacement; Object 11: Additional)

Requests for replacement and additional equipment should be itemized and justified using the comment field in BARS with a brief explanation. According to State law, agencies shall purchase equipment and furniture from Maryland Correctional Enterprises whenever possible, found at <https://mce.md.gov/Products.aspx>.

Another alternative is to use statewide contracts for equipment. Please refer to the Department of General Services website for furniture and equipment. The category of note would be “Office Equipment and Furniture,” at <http://dgs.maryland.gov/Pages/Procurement/BidsAwards.aspx>.

The Department of Information Technology has master contracts for computer equipment, found at <http://doit.maryland.gov/contracts/Pages/HWMasterContractHomepage.aspx>. Also, see [pages 4 and 5 of this section](#) for more information regarding computer equipment prices as well as information on the technical definitions of various Comptroller Objects.

B.9.1 LEASE PURCHASE PROGRAM FOR EQUIPMENT

Agencies may use the Treasurer's lease financing program for significant equipment purchases, found at <http://www.treasurer.state.md.us/debtmanagement/equipment-lease-purchase-financing.aspx>. For further information, go to <http://www.treasurer.state.md.us/debtmanagement/capital-lease-financing.aspx>.

The following Schedule of Charges for Equipment Financed through the Master Equipment Lease-Purchase Program lists the charges to agencies by fiscal year for equipment financed as of May 21, 2018. The schedule should be used to derive the amount to be budgeted in Comptroller Objects 1021, 1041, 1121 and 1141 (Capital Lease Payments to Treasurer).

If an agency's total budget request for these charges is different from the amount in the Schedule, please provide an explanation to the agency's OBA analyst, clearly identifying how the request is derived and why it differs from the Schedule.

Adjustments should be made to reflect the following, as needed:

- If an agency plans to finance the purchase of additional equipment, the amounts on the Schedule should be increased. Agencies may request a payment schedule for expected future equipment leases from their budget analyst. Payments can also be estimated as follows:

If equipment is financed (vendor paid)	First semi-annual payment is on:	Amount of debt service during fiscal year is the administrative fee plus:	
		FY 2019	FY 2020
October 2018	January 1, 2019	One interest-only payment	Two full payments
December 2018 and/or March 2019	July 1, 2019	none	One interest-only payment plus one full payment
June 2019 and/or October 2019	January 1, 2020	none	One interest-only payment
After October 2019	July 1, 2020	none	none

Please note the estimated total equipment cost and expected time of leasing for any additional equipment leases using a brief explanation in the comment field in BARS.

- If there are (or will be) prepayments, deduct amounts for the FY 2019 and/or FY 2020 lease payments that will have been satisfied as a result of the prepayments. Use the amortization schedule you received at the time of financing to calculate the deductions (for assistance in determining the effect of prepayments, contact Christian Lund, State Treasurer's Office, 410-260-7920).

State agencies should discuss potential equipment leases with the Treasurer's Office prior to purchasing equipment from a vendor. State agencies requesting funds in the FY 2020 budget for equipment lease purchases must wait until the General Assembly approves the funding before purchasing the item from the vendor. Questions should be directed to the DBM budget analyst.

Schedule of Charges to Agencies for Equipment Financed Through the Master Equipment Lease-Purchase Program (includes administrative fee)

All equipment financed through:

5/21/2018

Financial Agency	Fiscal Year 2019	Fiscal Year 2020
C80 Office of the Public Defender	\$180,272	\$292,204
D38 State Board of Elections	\$1,154,052	\$1,164,916
E20 State Treasurer's Office	\$95,692	\$95,589
F50 Department of Information Technology	\$11,786	\$0
K00 Department of Natural Resources	\$209,031	\$142,904
M00 Maryland Department of Health	\$562,239	\$525,302
Q00 Department of Public Safety and Correctional Services	\$933,276	\$209,690
R13 Morgan State University	\$145,404	\$145,119
R14 St. Mary's College of Maryland	\$49,637	\$70,215
R15 Maryland Public Television	\$645,505	\$555,906
S00 Department of Housing and Community Development	\$77,855	\$0
U00 Department of the Environment	\$223,267	\$166,643
Total	\$4,288,016	\$3,368,488

B.9.2 INFORMATION TECHNOLOGY BUDGETING AND PRICES

The table below delineates the proper R*STARS Comptroller Objects to use when budgeting transactions related to information technology.

Transaction	Mainframe	Computers	Imaging	Peripherals
Hardware Maintenance			0854	
Software License			0858	
Application Software Acquisition	0841	0930		0861
Application Software Maintenance			0862	
System Software Acquisition	0841	0932		0863
System Software Maintenance			0864	
Software Upgrades	0841	0933		0862 or 0864
Hardware Out-Sourcing (non-State)			0869	
Hardware Purchase Replacement	1031	1033	1035	1036
Hardware Purchase Additional	1131	1133	1135	1136
Capital Lease Replacement			1041 or 1042	
Capital Lease Additional			1141 or 1142	
Operating Lease Replacement			1043	
Operating Lease Additional			1143	
Installment Payment Replacement			1044	
Installment Payment Additional			1144	
Hardware Upgrades	1131	1133	1135	1136

Information Technology Definitions

- **Mainframes** are computers used mainly by large organizations for critical bulk processing of information (financial transaction processing, statistics, etc.)
- **Computers** (including “mini,” “micro,” and “workstation”) are most often taken to mean a computer with a microprocessor as its central processing unit (CPU). Another general characteristic of these computers is that they occupy small physical spaces. Computers are also personal computers, workstations and laptops.
- **Imaging** is the processing, storage, compression and printing of data. Imaging can refer to pictures or documents.
- **Peripherals** are devices connected to a host computer, but not part of a computer’s architecture. They are typically dependent upon the host computer. Examples include keyboards, mice, printers, scanners, microphones, speakers, webcams and external storage devices.

Schedule of Equipment Prices

Standard Desktop - OptiPlex 3050 Small Form Factor XCTO Processor - Intel® Core™ i5-6500 (QC/6MB/4T/3.2GHz/65W), 8GB 1x8GB 2400MHz DDR4 Memory, 2.5 inch 128GB SATA Class 20 Solid State Drive, 8x DVD+/-RW 9.5mm Optical Disk Drive, 100/1000 Ethernet, Adapter, 24" Monitor	\$851
Standard Laptop/Notebook – Latitude 5580 (will be retired June 30 th) Processor – Intel Core i5-6200U Processor (Dual Core, 2.3 GHz, 3M cache), 8.0 GB, DDR4-2400 MHz SDRAM, 1x8 GB, M.2 128 GB SATA Class 20 Solid State Drive, No Optical Drive, Integrated Wireless, 100/1000 Ethernet Adapter, 15" Screen (1366 x 768 pixels)	\$1,389
Standard Laptop/Notebook – Latitude 5590 Processor – Intel® Core i5-8250U (Quad Core, 6M Cache, 1.6GHz), 8.0 GB, DDR4-2400 MHz SDRAM, 1x8 GB, M.2 128 GB SATA Class 20 Solid State Drive, No Optical Drive, Integrated Wireless, 100/1000 Ethernet Adapter, 15" Screen (1366 x 768 pixels)	\$1,542
Ink Jet Color Printer for Field Staff (with built-in battery) - Epson WorkForce WF-100 Wireless Mobile Printer 6.7 ISO ppm (B&W) and 3.8 ISO ppm (Color) fade and water resistant prints	\$222
Network Laser Color Printer (Multi Function Device) Leased 30 ppm, Print, Scan and Copy, 100/1000 Ethernet Adapter, 120,000 page duty cycle	\$200/mo
Small Office Network Laser Printer (Multi Function Printer) Xerox WorkCentre 6515/DNI 30 ppm, 600 dpi/1200 dpi, Duplex/Tray Ethernet, 100/1000 Ethernet Adapter	\$442

B.10 GRANTS, SUBSIDIES, CONTRIBUTIONS – OBJECT 12

Each agency is required to provide detail on funds granted by the agency to other entities. Each grant of at least \$25,000 must be listed in the Contract/Grant Supporting Detail (SD) section of the BARS budget adjustment. **Agencies will be responsible for providing complete detail for each year using the Contract/Grant SD tab.**

For each grant, provide the FY 2018 actual award (as reflected in FY 2018 expenditure data), FY 2019 estimated award (as reflected in the FY 2019 appropriation), and any FY 2020 funding requested for the same grantee. If grants will be awarded on a competitive basis and the expected grantee is unknown at this time, please list “TBA” in the column for Name and Location of Grantee or Vendor. If a grantee receives multiple awards for different services or purposes, please list each award separately by subprogram.

B.11 FIXED CHARGES – OBJECT 13 (REAL PROPERTY LEASES)

Non-DGS Rent (1301)

Subobject 1301 must be used for private lease agreements in which rental payments are not paid to the Department of General Services (DGS). Agencies should budget for the entire rental amount in accordance with the terms negotiated by DGS. **Agencies are encouraged to schedule a review of private lease agreements with the DGS Lease Management Division prior to submitting the FY 2020 budget proposal to assure that the lease data is still valid.** For further information, contact:

Robert Suit
Chief, DGS Division of Lease Management and Procurement
Room 601, 300 W. Preston Street
Baltimore, MD 21201
410-767-1819
robert.suit@maryland.gov

NOTE: Garage space rental must appear as subobject 0705 unless the entire garage or parking lot is being leased or such spaces are included in the building lease.

Insurance Premiums

The following subobjects must be used for budgeting insurance premiums. Specific questions regarding premiums should be directed to the State Treasurer's Office (STO) at 410-260-7684.

Insurance Coverage Paid to STO (1302)

Insurance payments paid to the STO. See page 10 of this section for a schedule of charges for each agency.

Insurance (Non-STO Payments) (1309)

Insurance coverage payments not paid to the STO.

Rent Paid to DGS (1303)

Subobject 1303 is restricted and must be used for rental payments made to DGS. The lease schedules (Sections B.11.1 – B.11.4) should be used to budget for the three components that comprise this subobject as follows:

↳ **Section B.11.1 lists the total DGS rent charges that should be budgeted in subobject 1303 by agency.**

1. Rental Payments to DGS for State-Owned Property: Agencies funded only with General Funds and occupying space in buildings operated by DGS do not pay rent and should not budget for rent for this purpose. Agencies funded with any portion of Special or Federal Funds that occupy space in buildings operated by DGS are required to pay rent to DGS based on the percentage of space occupied by special or federal fund positions. Agencies paying rent to DGS should budget the entire amount in subobject 1303. Agencies with legislative space will be billed at the full reimbursement rate regardless of whether the agency utilizes general funds or other agency funds. See **Section B.11.2 – State-owned Property Lease Schedule for FY 2020 charges.**

Please contact your DBM budget analyst by August 3, 2018 if there are any projected changes to your square footage needs. DBM will make any needed adjustments in the FY 2020 Governor's Allowance.

2. Lease Oversight Charges: Charges are based on the number of leases and square footage per agency administered by the DGS Lease Management Division. Agencies should budget for lease oversight charges in accordance with the schedule in [Section B.11.3](#). DBM will make appropriate adjustments in the FY 2020 Governor's Allowance.
3. Reimbursable Leases: The reimbursable lease schedule covers debt service and operating costs of buildings owned by local jurisdictions that the State will acquire once bond obligations have been satisfied. Agencies should budget for reimbursable leases in accordance with the lease schedule in [Section B.11.4](#).

✎ **Schedule of Real Property Leases**

A schedule of real estate leases is to be completed using the Real Estate Leases Supporting Detail (SD) module in BARS, which replaces the prior DA-24 form. This detail must be provided with the FY 2020 budget submission for each subprogram in which funding for rent is budgeted. All information must be entered separately for each lease, existing and proposed. Where leases are funded in various subprograms, make an entry for each funding component. *The information entered into BARS in the real property lease tab will populate the expenditure tab for subobjects 1301 and/or 1303.* Use the comment field in the expenditure tab to describe any pertinent information not captured on the schedule of real property leases in BARS. Consult with the assigned DBM budget analyst if you have questions or need assistance.

B.11.1 TOTAL DGS RENT CHARGES (SUBJECT 1303)

Agency Code	State-Owned	Lease Oversight	Reimburs. Lease Mgmt	Grand Total
B75		\$170		\$170
C00		\$12,516	\$1,994,414	\$2,006,930
C80	\$12,346	\$5,707	\$369,361	\$387,414
C81		\$6,387		\$6,387
C82		\$253		\$253
C90	\$1,090,995			\$1,090,995
C91	\$144,202			\$144,202
C94		\$255		\$255
C96		\$260		\$260
C98		\$3,909		\$3,909
D13	\$22,667			\$22,667
D15	\$32,339	\$170		\$32,509
D26	\$173,993			\$173,993
D27	\$77,054			\$77,054
D38		\$3,127		\$3,127
D40	\$2,469	\$170		\$2,639
D53		\$379		\$379
D55	\$28,175			\$28,175
D60	\$202,925	\$8,452		\$211,377
D70	\$88,348			\$88,348
D80	\$5,531	\$3,865		\$9,396
D99		\$3,012		\$3,012
E00	\$1,082,118	\$1,656	\$45,353	\$1,129,127
E50		\$3,261	\$430,649	\$433,910
E75		\$4,850		\$4,850
E80		\$170	\$19,476	\$19,646
F10	\$732,886			\$732,886
F50	\$333,738			\$333,738
G20	\$5,408	\$3,944		\$9,352
G50	\$147,091			\$147,091
H00	\$362,326			\$362,326
J00	\$2,510,667	\$15,123		\$2,525,790
K00	\$2,229,609	\$1,730		\$2,231,340
L00		\$263		\$263
M00	\$462,708	\$24,614		\$487,322
N00	\$7,608,221	\$81,485	\$66,762	\$7,756,468
P00	\$1,444,749	\$4,532		\$1,449,281
Q00	\$421,115	\$19,610	\$261,548	\$702,273
R00	\$2,352,976	\$8,383		\$2,361,359
R11		\$260		\$260
R60		\$355		\$355
R95		\$4,850		\$4,850
S00		\$5,929		\$5,929
T00	\$22,075	\$373		\$22,447
U00	\$41,437	\$15,347		\$56,784
V00	\$15,976	\$8,606	\$144,858	\$169,439
W00	\$20,248	\$2,365		\$22,613
Grand Total	\$21,674,391	\$256,338	\$3,332,422	\$25,263,150

B.11.2 STATE-OWNED PROPERTY LEASE CHARGES

Agency Code	Abbrev.	Office	Facility	Sq. Ft.	Non-GF %	Operating Rent	Security Charges	Total
C80	OPD	Legislative Liaison	Attman-Glazer Building	500	100%	\$9,485	\$2,861	\$12,346
C90	PSC	Legislative Liaison	Attman-Glazer Building	710	100%	\$13,469	\$4,062	\$17,531
C91	OPC	Main Office	William Donald Schaefer Building	43,474	100%	\$824,743	\$248,721	\$1,073,464
D13	MEA	Main Office	William Donald Schaefer Building	5,840	100%	\$110,790	\$33,411	\$144,202
D15	EXEC	Legislative Liaison	Attman-Glazer Building	918	100%	\$17,415	\$5,252	\$22,667
D26	EXEC	Maryland State Ethics Commission	Attman-Glazer Building	3,742	35%	\$24,846	\$7,493	\$32,339
D27	EXEC	Legislative Liaison	Attman-Glazer Building	294	100%	\$5,577	\$1,682	\$7,259
D40	EXEC	Main Office	301 West Preston Street	14,367	47%	\$128,101	\$38,632	\$166,733
D55	EXEC	Main Office	William Donald Schaefer Building	14,860	21%	\$59,201	\$17,853	\$77,054
D60	EXEC	Legislative Liaison	Attman-Glazer Building	100	100%	\$1,897	\$572	\$2,469
D70	EXEC	Main Office	Fred L. Wineland Building	1,934	59%	\$21,647	\$6,528	\$28,175
D80	EXEC	Main Office	State Archives Building	68,485	12%	\$155,907	\$47,017	\$202,925
E00	COMP	Legal Staff	William Donald Schaefer Building	3,578	100%	\$67,878	\$20,470	\$88,348
		Legislative Liaison	Attman-Glazer Building	224	100%	\$4,249	\$1,282	\$5,531
		Admissions Tax	301 West Preston Street	1,255	100%	\$23,809	\$7,180	\$30,989
		Alcohol and Tobacco	Treasury Building	2,555	10%	\$4,847	\$1,462	\$6,309
		Data Processing	Treasury Building	25,832	100%	\$490,058	\$147,788	\$637,846
		Data Processing	301 West Preston Street	756	100%	\$14,342	\$4,325	\$18,667
		Major IT	Attman-Glazer Building	9,090	40%	\$68,978	\$20,802	\$89,780
		Motor Fuel Tax Division	Jessup State Complex	11,790	100%	\$223,668	\$67,452	\$291,120
		Unclaimed Property	301 West Preston Street	300	100%	\$5,691	\$1,716	\$7,408
F10	DBM	Central Collection	300 West Preston Street	21,860	100%	\$414,705	\$125,064	\$539,769
		Health & Employee Benefits	301 West Preston Street	7,821	100%	\$148,372	\$44,745	\$193,117
F50	DoIT	Equipment Room	William Donald Schaefer Building	336	100%	\$6,374	\$1,922	\$8,297
		Main Service Office	301 West Preston Street	9,018	100%	\$171,080	\$51,593	\$222,673
		TTY Service Office	301 West Preston Street	4,162	100%	\$78,957	\$23,811	\$102,768
G20	SRA	Legislative Liaison	Attman-Glazer Building	219	100%	\$4,155	\$1,253	\$5,408
G50	MSRP	Main Office	William Donald Schaefer Building	5,957	100%	\$113,010	\$34,081	\$147,091

FY 2020 Operating Budget Submission Requirements

Agency Code	Abbrev.	Office	Facility	Sq. Ft.	Non-GF %	Operating Rent	Security Charges	Total
H00	DGS	Business Enterprise Energy Projects and Services	301 West Preston Street	524	100%	\$9,941	\$2,998	\$12,939
		Inventory Standards and Support Services	301 West Preston Street	1,319	100%	\$25,023	\$7,546	\$32,569
		Mailroom and Courier Service	301 West Preston Street	3,831	100%	\$72,678	\$21,918	\$94,595
		Records Management	301 West Preston Street	1,062	100%	\$20,147	\$6,076	\$26,223
J00	MDOT	Legislative Liaison	Jessup State Complex	39,200	100%	\$196,000		\$196,000
		Main Office	Shaw House	550	100%	\$10,434	\$3,147	\$13,581
K00	DNR	Boating	William Donald Schaefer Building	101,129	100%	\$1,918,513	\$578,573	\$2,497,086
		Chesapeake and Coastal Watershed	Tawes Building	3,317	100%	\$62,927	\$18,977	\$81,904
		Engineering and Construction	Tawes Building	19,984	74%	\$280,545	\$84,605	\$365,151
		Fisheries Service	Tawes Building	7,680	89%	\$129,670	\$39,105	\$168,775
		Forestry Service	Tawes Building	12,076	75%	\$171,820	\$51,816	\$223,636
		Land Acquisition and Planning	Tawes Building	4,293	59%	\$48,051	\$14,491	\$62,542
		Leonardtown	Tawes Building	9,528	83%	\$150,027	\$45,244	\$195,271
		Licensing	Leonardtown MSC	816	100%	\$15,480		\$15,480
		Natural Resources Police	Centreville MSC	1,725	9%	\$2,945		\$2,945
		Office of the Secretary	Tawes Building	9,228	34%	\$59,522	\$17,950	\$77,472
		Resource Assessment Services	Tawes Building	32,656	61%	\$377,904	\$113,966	\$491,870
		State Forest and Park Service	Tawes Building	13,520	68%	\$174,411	\$52,598	\$227,009
		Watershed	Tawes Building	6,816	100%	\$129,306	\$38,995	\$168,301
		Wildlife and Heritage	Salisbury MSC	4,783	16%	\$14,518		\$14,518
			Tawes Building	6,131	89%	\$103,517	\$31,218	\$134,735

FY 2020 Operating Budget Submission Requirements

Agency Code	Abbrev.	Office	Facility	Sq. Ft.	Non-GF %	Operating Rent	Security Charges	Total
M00	MDH	Behavioral Health Administration (1)	201 West Preston Street	7,896		\$40,044		\$40,044
		Behavioral Health Administration (2)	201 West Preston Street	8,439		\$42,798		\$42,798
		Developmental Disabilities Administration	201 West Preston Street	6,524		\$33,086		\$33,086
		Health Resources Commission	Attman-Glazer Building	720	100%	\$13,659	\$4,119	\$17,778
		Legislative Liaison	Attman-Glazer Building	749	100%	\$14,209	\$4,285	\$18,494
		Prevention and Health Promotion Administration (1)	Shillman Building	866	100%	\$16,429		\$16,429
		Prevention and Health Promotion Administration (2)	Shillman Building	31,854		\$143,543		\$143,543
		Public Health Commission	201 West Preston Street	29,683		\$150,535		\$150,535
N00	DHS	Headquarters - Capital	Saratoga State Complex	N/a		\$100,000		\$100,000
		Headquarters - Operating	Saratoga State Complex	N/a		\$2,925,334	\$2,205,257	\$5,130,591
		IMA	Salisbury MSC	510	63%	\$6,047		\$6,047
		Legislative Liaison	Attman-Glazer Building	791	100%	\$15,006	\$4,525	\$19,531
		Social Services	Prince Frederick MSC	22,774	61%	\$263,547		\$263,547
		Social Services	Leonardtown MSC	26,135	50%	\$246,911		\$246,911
		Social Services	Bel Air MSC	20,287	63%	\$240,540		\$240,540
		Social Services	Salisbury MSC	27,237	63%	\$322,945		\$322,945
		Social Services	Elkton MSC	39,546	63%	\$468,891		\$468,891
		Social Services	Denton MSC	8,540	63%	\$101,257		\$101,257
		Social Services	Glen Burnie MSC	33,821	63%	\$401,010		\$401,010
		Social Services	Hilton Heights Community Center	22,900		\$306,950		\$306,950

FY 2020 Operating Budget Submission Requirements

Agency Code	Abbrev.	Office	Facility	Sq. Ft.	Non-GF %	Operating Rent	Security Charges	Total
P00	DLLR	Headquarters Labor, Licensing, and Regulation	Shilman Building	54,213	92%	\$946,194	\$285,347	\$1,231,542
		Labor, Licensing, and Regulation	Bel Air MSC	8,796	100%	\$166,868		\$166,868
		Labor, Licensing, and Regulation	Glen Burnie MSC	1,430	100%	\$27,128		\$27,128
		Legislative Liaison	Attman-Glazer Building	778	100%	\$14,759	\$4,451	\$19,210
Q00	DPSCS	Legislative Liaison	Attman-Glazer Building	658	100%	\$12,483	\$3,765	\$16,247
		MCE MD State Use Ind.	Jessup State Complex	10,229	100%	\$194,054		\$194,054
		MCE MD State Use Ind.- Warehouse	Jessup State Complex	40,000	100%	\$200,000		\$200,000
		Parole and Probation	MSC 6	3,000	19%	\$10,813		\$10,813
R00	MSDE	Headquarters	Civic Plaza	N/a		\$2,298,940		\$2,298,940
		Legislative Liaison	Treasury Building	587	100%	\$11,136	\$3,358	\$14,494
		Rehabilitation Services	Leonardtown MSC	405	100%	\$7,683		\$7,683
		Vocational Rehab	Bel Air MSC	2,153	78%	\$31,859		\$31,859
T00	COMM	Legislative Liaison	Attman-Glazer Building	894	100%	\$16,960	\$5,115	\$22,075
U00	MDE	Legislative Liaison	Treasury Building	737	100%	\$13,982	\$4,216	\$18,198
		Water Management Administration	Salisbury MSC	2,112	58%	\$23,239		\$23,239
V00	DJS	Legislative Liaison	Attman-Glazer Building	647	100%	\$12,274	\$3,702	\$15,976
W00	DSP	Legislative Liaison	Attman-Glazer Building	820	100%	\$15,556	\$4,691	\$20,248
Grand Total						\$17,043,305	\$4,631,086	\$21,674,391

B.11.3 DGS LEASE OVERSIGHT CHARGES

Agency Code	Abbrev.	Number of Leases	Sq. Ft.	Total Oversight Charge
B75	DLS	1	400	\$170
C00	JUDA	1	29,618	\$1,629
	JUDC	9	197,943	\$10,887
C80	OPD	18	103,765	\$5,707
C81	OAG	2	116,122	\$6,387
C82	OSP	1	4,600	\$253
C94	SIF	1	4,644	\$255
C96	UEF	1	4,725	\$260
C98	WCC	6	71,078	\$3,909
D15	EXEC	1	2,133	\$170
D38	SBE	2	56,854	\$3,127
D40	MDP	1	1,165	\$170
D53	MIEMSS	4	6,884	\$379
D60	MSA	2	153,680	\$8,452
D80	MIA	2	70,271	\$3,865
D99	OAH	3	54,769	\$3,012
E00	COMP	12	30,104	\$1,656
E50	SDAT	10	59,294	\$3,261
E75	MSLA	1	88,182	\$4,850
E80	PTAB	3	2,529	\$170
G20	SRA	1	71,713	\$3,944
J00B	SHA	1	31,495	\$1,732
J00E	MVA	10	100,022	\$5,501
J00H	MTA	6	98,118	\$5,396
J00I	MAA	1	45,349	\$2,494
K00	DNR	5	31,462	\$1,730
L00	AG	3	4,774	\$263
M00	MDH	11	447,534	\$24,614
N00	DHS	50	1,481,542	\$81,485
P00	DLLR	10	82,400	\$4,532
Q00	DPSCS	34	356,538	\$19,610
R00	CCA	1	53,666	\$2,952
	DDA	19	59,338	\$3,264
	DORS	14	39,413	\$2,168
R11	MSL	1	4,725	\$260
R60	MPCT	1	6,448	\$355
R95	BCCC	4	88,182	\$4,850
S00	DHCD	3	107,795	\$5,929
T00	COMM	1	6,773	\$373
U00	MDE	4	279,040	\$15,347
V00	DJS	19	156,464	\$8,606
W00	DSP	6	43,002	\$2,365
Grand Total		286	4,654,553	\$256,338

B.11.4 REIMBURSABLE LEASE MANAGEMENT CHARGES

Agency Code	Abbrev.	Facility	Sq. Ft.	Pass Through Rent	Oversight Charge	Insurance	Total
C00	JUD	Prince George's County Office Building	73,219	\$1,909,397	\$84,096	\$922	\$1,994,414
C80	OPD	Prince George's County Office Building	13,560	\$353,616	\$15,574	\$171	\$369,361
E00	COMP	Prince George's County Office Building	1,665	\$43,420	\$1,912	\$21	\$45,353
E50	SDAT	Prince George's County Office Building	15,810	\$412,291	\$18,159	\$199	\$430,649
E80	PTAAB	Prince George's County Office Building	715	\$18,646	\$821	\$9	\$19,476
N00	DHS	Prince George's County Office Building	2,451	\$63,916	\$2,815	\$31	\$66,762
Q00	DPSCS	Prince George's County Office Building	9,602	\$250,399	\$11,028	\$121	\$261,548
V00	DJS	Prince George's County Office Building	5,318	\$138,683	\$6,108	\$67	\$144,858
Grand Total				\$3,190,368	\$140,514	\$1,541	\$3,332,422

B.11.5 INSURANCE CHARGES DUE TO STATE TREASURER'S OFFICE
(SUBJECT 1302)

Agency Code	Agency Name	FY 19 1302	Agency Code	Agency Name	FY 19 1302
B75	General Assembly/Legislative Services	37,269	E00	Comptroller of the Treasury	
C00	Judiciary	198,498	A01	Office of the Comptroller	69,530
C80	Office of the Public Defender	46,045	E20	State Treasurer	
C81	Office of the Attorney General	18,040	B01	Treasury Management	2,543
C82	Office of the State Prosecutor	2,244	B02	Insurance Management	1,650
C85	Maryland Tax Court	1,140	E50	Dept of Assessments & Taxation	27,403
C90	Public Service Commission	7,716	E75	State Lottery & Gaming Control Agency	27,639
C91	Office of the People's Counsel	1,608	E80	Property Tax Assessment Appeals Board	1,140
C94	Subsequent Injury Fund	1,523	E90	Register of Wills	
C96	Uninsured Employers' Fund	1,353	B01	Allegany	770
C98	Workers' Compensation Commission	6,181	B02	Anne Arundel	1,833
D05	Board of Public Works	1,183	B03	Baltimore County	2,130
D10	Executive Dept-Governor	5,958	B04	Calvert	2,130
D11	Office of Deaf and Hard of Hearing	928	B05	Caroline	898
D12	Department of Disabilities	2,012	B06	Carroll	983
D13	Maryland Energy Administration	2,023	B07	Cecil	898
D15	Boards Commissions & Offices	6,493	B08	Charles	898
D16	Secretary of State	1,883	B09	Dorchester	728
D17	Historic St. Mary's City Commission	12,232	B10	Frederick	983
D18	Governors Office for Children	1,480	B11	Garrett	728
D25	Inter Ag Comm for Public School Const.	1,738	B12	Harford	940
D26	Md Dept of Aging	2,420	B13	Howard	983
D27	Commission on Civil Rights	2,122	B14	Kent	728
D28	Md Stadium Authority	287,685	B15	Montgomery	2,300
D30	Md Food Center Authority	18,226	B16	Prince Georges	1,960
D38	State Board of Elections	25,081	B17	Queen Annes	813
D40	Department of Planning	12,429	B18	St Mary's	813
D50	Military Department	85,624	B19	Somerset	728
D53	MD Inst for Emergency Medical Services	13,902	B20	Talbot	813
D55	Department of Veterans Affairs	23,060	B21	Washington	855
D60	State Archives	15,165	B22	Wicomico	770
D70	Maryland Automobile Insurance Fund	9,342	B23	Worcester	770
D78	MD Health Benefit Exchange	19,827	B24	Baltimore City	2,385
D80	Maryland Insurance Administration	12,629			
D90	Canal Place Preservation & Dev. Auth.	1,919			
D99	Office of Administrative Hearings	6,724			

FY 2020 Operating Budget Submission Requirements

Agency Code	Agency Name	FY19 1302	Agency Code	Agency Name	FY19 1302
F10	Dept of Budget & Management		L00	Department of Agriculture	
A01	Office of the Secretary	7,876	A11	Office of the Secretary	45,367
A02	Office of Personnel Services & Benefit	6,059	A12	Office of Marketing	6,043
A05	Office of Budget Analysis	1,163	A14	Office of Plant Indust. & Pest Mgmt	6,355
A06	Office of Capital Budgeting	525	A15	Office of Resource Conservation	6,449
F50	Department of Information Technology	76,230	M00	Maryland Department of Health	
G20	MD State Retirement & Pension Systems	9,679	A01	Office of the Secretary	263,826
G50	Teachers & Employees Supp. Retirement	1,358	B01	Regulatory Services	21,501
G99	Injured Workers Insurance Fund	8,968	F01	Dep Sec for Public Health Serv	4,018
H00	Department of General Services		F02	Office of Popul. Health Improvement	134,034
A01	Office of the Secretary	107,559	F03	Prevent & Health Promotion Admin	19,357
B01	Office of Facilities Security	8,471	F05	Office of The Chief Medical Examiner	14,993
C01	Office of Facilities Ops & Maint	459,329	F06	Office of Preparedness & Response	1,934
D01	Office of Procurement & Logistics	3,518	I03	Western Maryland Center	38,371
E01	Office of Real Estate	1,763	I04	Deer's Head Center	32,175
G01	Office of Facilities Planning	4,182	J02	Laboratories Administration	30,111
J00	Department of Transportation		K01	Deputy Sec. for Behavioral Health	1,395
A01	Secretary's Office	39,934	L01	Behavioral Health Administration	11,510
B01	State Highway Administration	1,335,450	L04	Thomas Finan Hospital Ctr	13,948
D00	Maryland Port Administration	509,178	L05	Reg Inst for Children & Adoles-Balto	14,108
E00	Motor Vehicle Administration	160,649	L07	Eastern Shore Hospital Ctr	16,118
H01	Md Transit Administration	773,761	L08	Springfield Hospital Ctr	64,544
I00	Maryland Aviation Administration	532,058	L09	Spring Grove Hospital Ctr	57,615
J00	MD Transportation Authority	363,999	L10	Clifton T Perkins Hospital Ctr	43,040
K00	Department of Natural Resources		L11	John L. Gildner Reg Inst. for Child	9,813
A01	Office of the Secretary	234,161	L15	Behavioral Health Admin Fac. Maint	1,373
A02	Forest Service	5,854	M01	Dev Disabilities Admin	8,374
A03	Wildlife & Heritage Service	6,970	M05	Holly Center	13,960
A04	Maryland Park Service	56,620	M06	DDA- Court Involved Delivery System	4,818
A05	Land Acquisition & Planning	1,990	M07	Potomac Center	13,328
A06	Licensing and Registration Service	2,103	M15	Dev Disabilities Admin Facility Maint	19,820
A07	Natural Resources Police	47,332	Q01	Medical Care Programs Admin	27,868
A09	Engineering & Construction	5,101	R01	Health Regulatory Commission	4,906
A10	Critical Area Commission	1,338			
A12	Resource Assessment Service	6,405			
A13	Maryland Environmental Trust	1,040			
A14	Chesapeake and Coastal Service	3,648			
A17	Fishing and Boating Services	21,796			

FY 2020 Operating Budget Submission Requirements

Agency Code	Agency Name	FY19 1302	Agency Code	Agency Name	FY19 1302
N00	Department of Human Services		R13	Morgan State Univ	415,748
A01	Office of the Secretary	238,435	R14	St Mary's College of MD	169,445
B00	Social Services Admin	5,698	R15	Md Public Broadcasting Comm	16,118
E01	Operations Office	8,782	R30	University System of Maryland	
F00	Office of Tech. for Human Services	7,694	R31	UoM, Baltimore Campus	1,010,209
G00	Local Dept. Operations (Soc. Serv)	247,631	R32	UoM, College Park Campus	2,354,986
H00	Child Support Enforcement Admin	3,752	R23	Bowie State University	167,486
I00	Family Investment Administration	12,322	R24	Towson University	632,457
P00	Department of Labor, Licens. & Regul.		R35	UoM, Eastern Shore	196,191
A01	Office of the Secretary	5,660	R26	Frostburg State University	124,908
B01	Division of Administration	30,572	R27	Coppin State University	145,294
C01	Division of Financial Reg	3,714	R28	University of Baltimore	124,881
D01	Div of Labor & Industry	8,401	R29	Salisbury University	271,698
E01	Div of Racing	398	R40	UoM, University College	115,744
F01	Office of Occup & Prof Lic	3,051	R41	UoM, Baltimore County	705,931
G01	Div of Workforce Development	17,953	R44	UoM, Ctr for Envir Science	76,461
H01	Office of Unemployment Insurance	19,490	R46	Univ System of Md, Hdqtr	46,556
Q00	Dept. of Public Safety and Corr. Serv		R60	College Savings Plan	1,945
A01	Office of the Secretary	547,394	R62	Md Higher Education Commission	3,347
A01	Sheriff's Office	225,262	R95	Baltimore City Community College	117,493
A02	Deputy Secretary for Operations	23,938	R99	Md School for Deaf	68,100
A03	Maryland Correctional Enterprises	14,547	S00	Dept of Housing & Comm Dev	
B01	Division of Correction Headquarters	10,857	A20	Office of the Secretary	3,165
C01	Md Parole Commission	3,884	A22	Division of Credit Assurance	3,433
C02	Division of Parole & Probation	6,640	A24	Division of Neighborhood Revit.	2,003
D00	Patuxent Institution	52,701	A25	Division of Development Finance	6,008
E00	Inmate Grievance Office	1,098	A26	Division of Information Technology	1,603
G00	Police & Corr Training Commissions	21,041	A27	Division of Finance and Admin	2,985
K00	Criminal Injuries Compensation Board	1,268	S50	African American History Museum	9,440
N00	Maryland Comm on Corr. Standards	970	T00	Dept of Business & Economic Dev	
R02	Corrections - West	315,760	A00	Office of Secretary	6,905
R03	Div of Parole and Probation - West	11,052	F00	Div of Business & Enterprise Dev	3,486
S02	Corrections - East	321,862	G00	Div of Tourism, Film and The Arts	3,003
S03	Div of Parole and Probation - East	15,422			
T03	Div of Parole and Probation - Central	20,790			
T04	Detention - Pretrial	197,079			
R00	State Dept of Education				
A01	Headquarters	88,309			
A05	Maryland Longitud. Data System Ctr	553			

Agency Code	Agency Name	FY19 1302
U00	Department of the Environment	
A01	Office of the Secretary	29,171
A02	Operational Services Admin	2,113
A04	Water Management Admin	14,614
A05	Science Services Admin	2,023
A06	Land Management Administration	10,620
A07	Air And Radiation Mgmt Admin.	8,467
A10	Coordinating Offices	5,442
U10	Maryland Environmental Service	106,989
V00	Department of Juvenile Services	
D01	Office of the Secretary	3,406
D02	Departmental Support	145,352
E01	Residential & Community Operations	2,028
G01	Region 1- Baltimore City	33,144
H01	Region 2 - Central Region	34,550
I01	Region 3 - Western Region	37,159
J01	Region 4 - Eastern Region	9,234
K01	Region 5 - Southern Region	8,786
L01	Region 6 - Metro Region	24,392
W00	Department of State Police	
A01	Maryland State Police	786,223
A02	Fire Prevent. Comm and Fire Marshal	4,535

B.12 LAND AND STRUCTURES – OBJECT 14 (OPERATING MAINTENANCE)

Operating Maintenance

Operating maintenance expenditures should be budgeted under the appropriate subobjects as follows:

Object 08 – Contractual Services

- Building/ Road Repairs and Maintenance (0812)

Object 14 – Land and Structures

- | | |
|-----------------------------------|---|
| ▪ Roof Repair/ Replacement (1440) | ▪ Building Exteriors (1441) |
| ▪ Building Interiors (1442) | ▪ Water (1443) |
| ▪ Heating (1444) | ▪ Power Lines (1445) |
| ▪ Security Alarm Systems (1446) | ▪ Road Repair Services (1447) |
| ▪ Ground Maintenance (1448) | ▪ Sheds, Gas & Oil Storage Tanks (1449) |
| ▪ Easement Acquisitions (1481) | ▪ Other Land and Structures (1499) |

Note: subobject 1498 is reserved for statewide operating maintenance projects that are administered by the Department of General Services (DGS).

Agency Maintenance

An agency's ongoing, preventive maintenance should be reported and requested in the agency's budget submission under the appropriate subobject code. Higher education institutions should include all facility-related projects in their budget requests since these projects and funds are not administered by DGS.

DGS Administered Maintenance

Operating maintenance projects administered with DGS funding should not be included in an agency's budget request submission. Additionally, the budget submission should exclude any funding for general-funded capital projects.

All agency operating maintenance needs should be coordinated directly with DGS prior to the submission. All new or additional operating maintenance projects to be considered for funding should be sent directly to DGS at the address below. Your assigned DBM budget analyst should be made aware of any submissions. DGS will send packets out to agencies for project justifications in November, at which time agencies are required to review all of their previously submitted projects.

If you have any questions, please contact:

Courtney League
 Chief, Facilities Engineering
 Department of General Services
 301 W. Preston Street, Room 1405
 Baltimore, MD 21201
 410-767-5516
Courtney.League@maryland.gov

B.13 PAYGO CAPITAL PROJECTS

PAYGO capital appropriations fund projects that are paid for with General, Special and Federal Funds as part of an agency's operating budget. Make sure that PAYGO operating submissions match your capital budget submission to the DBM Office of Capital Budgeting. Do **NOT** allocate General Obligation Bond funding in the FY 2020 operating budget request. **Funding for PAYGO projects should not be budgeted in operating programs. It should be budgeted in the applicable PAYGO (capital) program within your agency.**

Subprogram Reporting

When multiple **PAYGO** capital projects are budgeted in the same eight-digit **non-transportation** program, each project is to be budgeted in a separate subprogram, including projects that may be added in the FY 2020 allowance. If a project spans more than one reporting year, the same subprogram should be used across all years for comparison purposes.

Agencies should work with their budget analyst to identify subprograms for **new PAYGO capital projects** to be added in FY 2020. One example of a designated PAYGO program having more than one capital project, each budgeted in its own subprogram, is D55P00.04, Department of Veterans Affairs, Cemetery Program/Capital Appropriation. This program was broken down into five separate subprograms, each representing different cemetery projects at separate locations.

The following programs have had more than one project in prior year budgets, and meet the stated reporting protocol:

<u>Department</u>	<u>Programs</u>
Maryland Energy Administration	D13A13.02, D13A13.03
Department of Planning	D40W01.11
Military Department	D50H01.04
Department of Veterans Affairs	D55P00.04
Department of Natural Resources	K00A05.10, K00A14.01
Department of Agriculture	L00A11.11, L00A12.13
Department of Housing and Community Development	S00A24.02, S00A25.07, S00A25.08, S00A25.09
Department of the Environment	U00A01.03, U00A01.05, U00A01.11, U00A01.12

If you need additional guidance, contact your DBM analyst or Kurt Stolzenbach at 410-260-7416.

The table that follows contains a list of the R*STARS Comptroller Objects to be used in the preparation of the FY 2020 budget.

AGENCIES MUST USE R*STARS SUBOBJECTS IN ALL COMPUTERIZED AND HARD COPY DETAIL SUBMITTED TO ITEMIZE OR JUSTIFY THE BUDGET UNLESS PERMISSION HAS BEEN OBTAINED TO USE AGENCY OBJECTS.

If agency object codes are used in the budget, agencies should be sure to update the conversion tables that show the corresponding Comptroller Object. Submit these conversion tables to Kim Grandy as soon as possible. An informational copy should also be sent to your assigned DBM budget analyst.

R*STARS

Comptroller

Object Title of Comptroller Object

**Rates Assumption/
Basis for Calculation**

Object .01 Salaries and Wages

0101	Regular Earnings	Use target established by DBM from Salary Forecast process
0102	Additional Assistance	Includes related salary and social security costs.
0104	Overtime Earnings	Includes related salary and social security costs.
0105	Shift Differential	Includes related salary and social security costs.
0110	Miscellaneous Adjustments	Includes related salary and social security costs.
0111	Accrued Leave Payout	Includes related salary and social security costs.
0112	Reclassification	Includes related salary, social security, retirement, unemployment, and turnover adj.
0120	Student Payments (USM only)	
0151	Social Security Contributions	7.28% to \$136,769 + 1.45% of excess (see Section A.2)
0152	Health Insurance	Same as FY 2019 appropriation
0153	Health Insurance-Special Subsidies	Zero growth rate
0154	Retirees Health Insurance Premiums	Same as FY 2019 appropriation
0155	Sick Leave Incentive Program	Do Not Budget in FY 2020
0156	VSP Payments (FY 2011 only)	Do Not Budget in FY 2020
0157	Other Post Employment Benefits	Do Not Budget in FY 2020
0160	Early Retirement Surcharge	Do Not Budget in FY 2020
0161	Employees' Retirement System (A62 not used)	19.31% of Regular Earnings 0101 (employees in the Employee's Retirement System)
0162	Employees' Pension System	Do Not Budget in FY 2020
0163	Teachers' Retirement System (A64 not used)	16.19% of Regular Earnings 0101 (employees in the Teacher's Retirement System)
0164	Teachers' Pension System	Do Not Budget in FY 2020
0165	State Police Retirement System	79.47% of Regular Earnings 0101 (employees in the State Police Retirement System)
0166	Judges' Pension System	44.53% of Regular Earnings 0101 (employees in the Judges' Pension System)
0167	Mass Transit Administration Pension System	Rate to be determined by MDOT
0168	Optional Retirement/Pension System (TIAA)	7.25% of Regular Earnings 0101 (employees in the TIAA Retirement System)
0169	Law Enforcement Officers' Pension System	41.43% of Regular Earnings 0101 (employees in the SLEOLA Retirement System)
0170	Other Retirement Systems	
0171	Other Pension Systems	
0172	Deferred Compensation Match	Do Not Budget in FY 2020
0174	Unemployment Compensation	28¢ / \$100 of payroll
0175	Workers' Compensation	Same as FY 2019 appropriation
0176	Workers' Compensation Reserve Fund	
0181	Tuition Waivers	Higher Education Institutions Only -as determined by governing boards
0182	Employee Transit Expenses	
0189	Turnover Expectancy	
0192	DBM Adjustment	Do Not Budget in FY 2020
0193	Health Savings	Do Not Budget in FY 2020
0194	Section 40 Retirement Benefits	Do Not Budget in FY 2020
0195	Section 40 COLA	Do Not Budget in FY 2020
0199	Other Fringe Benefit Costs	

Object .02 Technical and Special Fees

0201	Honorariums
0202	Per Diem Payments
0203	Clerical/Secretarial Support
0204	Legal Service Support
0205	Medical Service Support
0206	Religious Service Support
0207	Social Service Support
0208	Training and Staff Development

R*STARS

Comptroller

<u>Object</u>	<u>Title of Comptroller Object</u>	<u>Rates Assumption/ Basis for Calculation</u>
0209	Administrative/Management Services Support	
0210	Patient and Student Payments	
0211	Employee Awards	
0212	Athletic Services Support	
0213	Social Security Contributions	7.65% to \$130,223 + 1.45% of excess
0214	Unemployment Compensation	28¢ / \$100 of payroll
0216	Royalty Payments	
0217	Contractual Health Insurance	Same as FY 2019 appropriation
0220	Special Payments Payroll	
0221	Prizes and Awards to Non-Employees	
0289	Contractual Turnover Expectancy	
0299	Other Technical and Special Fees	

Object .03 Communications

0301	Postage	1st Class/Standard Letter 49¢
0302	Telephone	
0303	Telecommunications	
0304	Misc. Communications Charges	
0305	DBM Paid Telecommunications	Same as FY 2019 appropriation
0306	Cell Phone Expenditures	
0322	Capital Lease(s) (Telecommunications)	Same as FY 2019 appropriation
0395	Corporate Purchasing Card	
0397	Paycheck Postage Costs	

Object .04 Travel

0401	In State/Routine Operations	
0402	In State/Conferences/Seminars/Training	
0403	Out-of-State/Routine Operations	
0404	Out-of-State/Conferences/Seminars/Training	
0495	Corporate Purchasing Card	
	Private Vehicle Mileage	54.5¢ per mile <i>(This rate will be adjusted after the federal government sets its mileage reimbursement rate.)</i>
	Meal Allowances	State Employees & Non-Paid Board
	Breakfast	\$10.00
	Lunch	\$12.00
	Dinner	\$25.00
	Per Day Maximum	\$47.00

Object .06 Fuel and Utilities

0601	Fuel - Alcohol	
0602	Fuel - Coal	
0603	Fuel - Oil #2	Justify any increase using a line item comment in BARS
0604	Fuel - Oil #3	Justify any increase using a line item comment in BARS
0605	Fuel - Oil #6	Justify any increase using a line item comment in BARS
0606	Fuel - Natural Gas/Propane	2.1% over FY 2018 actual expenditures
0607	Fuel - Wood	
0608	Fuel - Steam	
0619	Fuel - Miscellaneous	
0620	Utilities - Electricity	3.6% over FY 2018 actual expenditures
0621	Utilities - Water/Sewage	
0622	Utilities - Combined Utility Purchases	
0695	Corporate Purchasing Card	
0697	MES Charges	Same as FY 2019 appropriation
0698	Loan Repayment- Energy Conservation	Amount listed in schedule in B.6
0699	Utilities - Miscellaneous	

R*STARS

Comptroller

Rates Assumption/

Object Title of Comptroller Object

Basis for Calculation

Object .07 Motor Vehicle Operations and Maintenance

Cars, Station Wagons, Carryalls and Vans

0701 Purchase Cost or Lease Cost
0702 Gas and Oil

See Equipment List in B.7
Passenger Vehicles 14.0¢/mile
Light Trucks & Vans 18.5¢/mile

0703 Maintenance and Repair

Passenger Vehicles 10.5¢/mile
Light Trucks & Vans 12.5¢/mile

0704 Insurance

Use amounts from Treasurer's Insurance Division (Section B.7)

0705 Garage Rent - Areas served by mass transit
- Areas not served by mass transit

NTE 1 to 3 ratio of spaces to employees
NTE 1 to 2 ratio of spaces to employees

Aircraft

0710 Purchase Cost or Lease Cost
0711 Gas and Oil
0712 Maintenance and Repair
0713 Insurance
0714 Hangar Rental/Landing Fees

Watercraft

0720 Purchase Cost or Lease Cost
0721 Gas and Oil
0722 Maintenance and Repair
0723 Insurance
0724 Boat Slip Rental/Launching Fees

Other Land Vehicles

0730 Purchase Cost or Lease Cost
0731 Gas and Oil
0732 Maintenance and Repair
0733 Insurance
0734 Garage or Storage Space Rental
0789 Vehicle Commuter Charge
0795 Corporate Purchasing Card
0799 Other Motor Vehicle Charges

See schedule in Section B.7.4

Object .08 Contractual Services

0801 Advertising & Legal Publication
0803 Architects
0804 Printing/Reproduction
0805 Bookbinding/Photographic
0806 Microfilming
0807 Engineers
0808 Equipment Rental (Other than Data Processing)
0809 Equipment Repairs and Maintenance
0810 Extermination
0811 Food Services
0812 Building/Road Repairs and Maintenance
0813 Janitorial Services
0814 Grounds Maintenance
0815 Laundry
0816 Housekeeping
0817 Legal Services
0818 Purchase of Care Services
0819 Education/Training Contracts
0820 Medical Care (Physicians Dental, Etc.)
0821 Management Studies and Consultants
0822 Hospital Care
0823 Security Services
0824 Laboratory Services

Correctional Laundry 55.0¢ per pound

R*STARS

Comptroller

<u>Object</u>	<u>Title of Comptroller Object</u>	<u>Rates Assumption/ Basis for Calculation</u>
0825	Veterinarian	
0826	Freight and Delivery	
0827	Trash and Garbage Removal	
0828	Office Assistance	
0829	Fiscal Service	
0830	Medical Assistance Reimbursements	
0831	Administrative Hearings	Same as FY 2019 appropriation
0832	Education & Training Reimbursement - Job Related	
0833	eMaryland Marketplace	Same as FY 2019 appropriation
0835	Administrative Allocations	
0836	Human Services - Other Fee-for-Service	
0838	Other Human Services	
0839	Human Resources Shared Services Allocation	Same as FY 2019 appropriation
0841	Data Processing Central Processing Unit & Consoles	
0843	Communications Controllers	
0844	Magnetic Tape Devices	
0845	Direct Access Storage Devices (DASD)	
0848	Terminal Teleprocessing Equipment	
0849	Telecommunications Lines, Modems, Controllers, etc.	
0850	Peripheral Equipment- Printers, Terminals, etc.	
0852	Data Entry Devices	
0854	Computer Maintenance Contracts	
0857	Other Data Processing Hardware	
0858	Software Licenses	
0861	Applications Software (Acquisition)	
0862	Applications Software (Maintenance)	
0863	Systems Software (Acquisition)	
0864	Systems Software (Maintenance)	
0865	Outside Services-Systems Analysis and Design	
0866	Outside Services-Programming	
0867	Outside Services-Data Entry	
0868	Outside Services-D/P Training	
0869	Outside Services-Computer Usage	
0872	Outside Services - Consulting Services	
0873	Outside Services - Other	
0874	Office of the Attorney General - administrative fee	Same as FY 2019 appropriation
0875	Retirement - administrative fee	Same as FY 2019 appropriation
0876	DoIT services allocation	Same as FY 2019 appropriation
0878	In State Services-Systems Analysis and Design	
0879	In State Services-Programming	
0880	In State Services-Data Entry	
0881	In State Services-D/P Training	
0882	In State Services-Computer Usage - ADC ONLY	Same as FY 2019 appropriation
0883	In State Services-Tape Maintenance	
0885	In State Services-Other	
0886	In State Services-Computer Usage-Other than ADC	
0890	Data Processing-Microfilming/Microfiching	
0891	Data Processing-Freight	
0892	Data Processing-Academic/Research	
0893	Data Processing-Administrative	
0894	Statewide Personnel System Allocation	Same as FY 2019 appropriation
0895	Corporate Purchasing Card	
0897	Enterprise Budgeting System Allocation	Same as FY 2019 appropriation
0898	Data Processing-Other Contractual Services-DP	
0899	Other Contractual Services Non-DP	

Object .09 Supplies and Materials

0901	Agriculture
0902	Office Supplies

R*STARS

Comptroller

Rates Assumption/

Object	Title of Comptroller Object	Basis for Calculation
0903	Audio Visual	
0904	Building and Household	
0905	Cosmetic	
0906	Laboratory	
0907	Dietary	
0908	Housekeeping	
0909	Medical	
0910	Laundry	
0911	Medicine, Drugs and Chemicals	
0912	Wearing Apparel-Uniforms Employees	
0913	Wearing Apparel-Uniforms Clients (Patients, Prisoners)	
0914	Instructional Supplies	
0915	Library Supplies	
0916	Recreational Supplies	
0917	Small Tools	
0918	Veterinary	
0919	Tobacco	
0920	Food - Raw Food Costs: includes regular meals, special diets, gratuitous meals	
0921	Data Processing Computer Forms	
0926	Data Processing Supplies	
0930	Microcomputer Packaged Applications Software	
0932	Microcomputer Operating Systems Software	
0933	Software Upgrades	
0951	Items for Resale	
0990	Data Processing-Academic/Research	
0991	Data Processing-Administrative	
0995	Corporate Purchasing Card	
0998	Data Processing Other Materials	
0999	Other Supplies and Materials	

Object .10 Equipment Replacement

1001	Agricultural Equipment
1002	Audio-Visual Equipment
1003	Cleaning Equipment
1004	Dental Equipment
1005	Dietary Equipment
1006	Duplicating Equipment
1007	Educational Equipment
1008	Household Equipment
1009	Human Environmental Equipment
1010	Laboratory Equipment
1011	Laundry Equipment
1012	Livestock
1013	Maintenance and Building Equipment
1014	Medical Equipment
1015	Office Equipment
1016	Power Plant Equipment
1017	Recreational Equipment
1018	Veterinary Equipment
1019	Radios and Electronic Equipment
1021	Capital Lease(s)- Payment(s) to Treasurer (Non-DP)
1022	Capital Lease(s) (Non-DP)
1023	Operating Lease(s) (Non-DP)
1024	Installment Payment(s) to Treasurer (Non-DP, Non-Capital)
1031	Data Processing Equipment-Mainframe
1032	Data Processing Equipment-Minicomputer
1033	Data Processing Equipment-Microcomputer
1034	Data Processing Equipment-Workstations
1035	Data Processing Equipment-Imaging Systems

R*STARS

Comptroller

**Rates Assumption/
Basis for Calculation**

Object	Title of Comptroller Object
1036	Data Processing Equipment-Peripherals
1041	Capital Lease(s)- Payment(s) to Treasurer (DP)
1042	Capital Lease(s) (DP)
1043	Operating Lease(s) (DP)
1044	Installment Payment(s) to Treasurer (DP, Non-Capital)
1090	Data Processing-Academic/Research
1091	Data Processing-Administrative
1095	Corporate Purchasing Card
1099	Other Equipment

Object .11 Equipment Additional

1101	Agricultural Equipment
1102	Audio-Visual Equipment
1103	Cleaning Equipment
1104	Dental Equipment
1105	Dietary Equipment
1106	Duplicating Equipment
1107	Educational Equipment
1108	Household Equipment
1109	Human Environmental Equipment
1110	Laboratory Equipment
1111	Laundry Equipment
1112	Livestock
1113	Maintenance and Building Equipment
1114	Medical Equipment
1115	Office Equipment
1116	Power Plant Equipment
1117	Recreational Equipment
1118	Veterinary Equipment
1119	Radios and Electronic Equipment
1121	Capital Lease(s)- Payment(s) to Treasurer (Non-DP)
1122	Capital Lease(s) (Non-DP)
1123	Operating Lease(s) (Non-DP)
1124	Installment Payment(s) to Treasurer (Non-DP, Non-Capital)
1131	Data Processing Equipment-Mainframe
1132	Data Processing Equipment-Minicomputer
1133	Data Processing Equipment-Microcomputer
1134	Data Processing Equipment-Workstations
1135	Data Processing Equipment-Imaging Systems
1136	Data Processing Equipment-Peripherals and Hardware Upgrades
1141	Capital Lease(s)- Payment(s) to Treasurer (DP)
1142	Capital Lease(s) (DP)
1143	Operating Lease(s) (DP)
1144	Installment Payment(s) to Treasurer(DP, Non-Capital)
1190	Data Processing-Academic/Research
1191	Data Processing-Administrative
1195	Corporate Purchasing Card
1199	Other Equipment

Object .12 Grants, Subsidies, and Contributions

1201	Social Security Contributions-Grants
1202	Aid to Political Subdivisions
1203	Health and Insurance Grants
1204	Educational Grants
1205	Inmate Payments
1206	Grants to Other St. Gov't. Prog./Agen.
1207	Grants to Non-Governmental Entities
1208	Statewide Cost Allocation
1209	Employees' Retirement System Grants

R*STARS

Comptroller

**Rates Assumption/
Basis for Calculation**

Object	Title of Comptroller Object
1210	Employees' Pension System Grants
1211	Teachers' Retirement System Grants
1212	Teachers' Pension System Grants
1213	Optional Retirement System (TIAA) Grants
1214	Public Assistance Payments
1295	Corporate Purchasing Card
1296	Grants for Subsidized Rents
1297	Grants to Health Providers
1298	Taxable Grants, Contributions and Subsidies
1299	Other Grants, Subsidies and Contributions

Object .13 Fixed Charges

1301	Rent (non-DGS)	
1302	Insurance Coverage Paid to STO	Use amounts from Treasurer's Insurance Division (Section B.11)
1303	Rent Paid to DGS	See schedules in Sections B.11.1 - B.11.4
1304	Subscriptions	
1305	Association Dues	
1306	Bond Payments	
1307	Interest	
1308	Licenses	
1309	Insurance (Non STO Payments)	
1310	Interest on Late Payments	
1311	Interest on Treasury Cash Overdrafts	
1312	Interest on Treasury Deposits	
1320	Bad Debt Expense	
1395	Corporate Purchasing Card	
1399	Other	

Object .14 Land and Structures

1401	Land
1402	Land Improvements-Existing Facilities
1410	Buildings Construction-New Facilities
1411	Buildings-Purchase/Trade
1412	Buildings-Demolition
1413	Buildings-Fixed Equipment
1414	Buildings-Professional Fees
1415	Buildings, Additions, and Other Major Improvements
1416	Utilities Extension
1430	Improvements Other Than Bldgs-Highway Construction
1431	Improvements Other Than Bldgs-Roads, Sidewalks and Parking Areas
1432	Improvements Other Than Bldgs-Water Construction
1433	Loans to Private/Non-profit Individuals/Organizations
1440	Roof Repair/Replacement
1441	Building Exteriors
1442	Building Interiors
1443	Water
1444	Heating
1445	Power Lines
1446	Security Alarm Systems
1447	Road Repair Services
1448	Ground Maintenance
1449	Sheds, Gas & Oil Storage tanks
1481	Easement Acquisitions
1495	Corporate Purchasing Card
1498	Statewide Critical Maintenance Program (DGS Administered)
1499	Other Land and Structures



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Section C: FUND SOURCE FILE

In This Section

- C.1 – Fund File and Non-General Funds

JUNE 2018

C.1 FUND FILE FOR NON-GENERAL FUNDS

Many agencies have revenue from sources other than the General Fund in the budget request - special, federal, reimbursable, and non-budgeted funds. In BARS, the fund source detail is specified on the “Revenue Tab” in each adjustment, and thus may interchangeably be referred to as “Revenue Data.” All agencies must provide fund source detail in BARS that reconciles with the budget submission fund type splits at the program level.

✎ BARS requires that fund source detail be provided in every adjustment made, which means that agencies no longer need to submit separate fund source detail in an Excel template. While users will specify fund sources as they work, they will also have the opportunity to create revenue-only adjustments before submission to DBM to adjust the fund source breakdown after viewing the entire budget submission in aggregate.

Non-General Fund Submission Requirements

1. Fund Source Detail by Program:
Specify in each BARS adjustment, as well as realign if necessary before submitting the entire Budget Request submission.
2. Fund Source Income and Balance Data for Special Funds Only
Provide the prior year fund balance and three years of income (PY actual and CY/BY estimates) for each individual special fund source.

The DA-3A and DA-20 forms are no longer required as reports with the needed information will be generated from BARS. BARS will verify that the expenditure amounts submitted in the fund file are exactly the same as the expenditure amounts reported in the budget files at the program level.

1. Updating Fund Source Detail by Program in BARS

For FY 2020, BARS currently has fund source detail by program that rolled over in parallel with the FY 2019 budget data to create the FY 2020 Agency Request stage. To the extent DBM created non-General Fund target adjustments, specific fund sources were indicated by the OBA analyst creating the adjustment. This means that, like the budget detail, the fund detail already has a “baseline” and all actions made to change the budget will be adjustments against that baseline.

To help agencies manage fund sources used in the budget, the following tools will be provided:

- A tab in BARS that aggregates all the fund detail in the Budget Request for review, and
- Reports and ad-hoc templates that aggregate all the fund detail and will also show if a fund is overspent once users provide opening balance and income information for the fund (see #2 below).

If, when seeing all the fund detail in aggregate, the agency wishes to adjust at which level each fund source supports each program, a BARS adjustment can be created that makes NO changes to expenditures and only updates revenues. This was presented at BARS training but please contact your OBA analyst if you need any assistance with this process.

FY 2020 Operating Budget Submission Requirements

2. Updating Fund Source Income and Balance Data (Special Funds ONLY)

To ensure that agencies do not over-budget a specific fund source, BARS allows users to enter opening balance data for FY 2018 as well as actual income for FY 2018 and estimated income for FY 2019 and FY 2020 for each individual fund source. With these four numbers, BARS can generate the balance, income, and expenditure summary information for each fund. DBM requests agencies do this for all special funds as well as relevant multi-year federal funds.

This information is entered in the “Budget Request” module where agencies can review the budget request in aggregate before submission to DBM. Please contact your OBA analyst with any questions about how to enter in this data. DBM recommends entering this data in early in the budget formulation process in order to track fund balances in each adjustment.

- **Before final submission to DBM, agencies should ensure that there are no negative ending fund balances in any fiscal year – if there are, please contact your OBA analyst ahead of the submission to explain why.**
- **Special Fund beginning balances entered in BARS must match the figures in FMIS.**

Special Funds

For Special Funds unique to a specific agency, use the first three characters of the R*STARS Financial Agency Code followed by a unique 3-digit code that will be in the range of 301-450. **Agencies must submit a list of any new or revised fund source codes and titles to the OBA Budget Processing Team (BPT) with a copy to the OBA analyst.** Codes should be *clearly* and *separately* labeled as “NEW” and/or “REVISED.” BPT email: dlbudgethelp_dbm@maryland.gov

Statewide special funds are not unique to any agency and use the following codes. Agencies planning to include statewide funds in their FY 2020 Budget Request **must confirm funding availability** with the DBM budget analyst.

Code	Statewide Fund Name
swf302	Major Information Technology Development Project Fund (do not include any new, requested projects; only ongoing projects use this code)
swf305	Cigarette Restitution Fund
swf307	Dedicated Purpose Fund
swf309	Chesapeake Bay Restoration Fund
swf310	Rate Stabilization Fund
swf313	Higher Education Investment Fund
swf314	State Police Helicopter Replacement Fund
swf315	Chesapeake Bay 2010 Trust Fund
swf316	Strategic Energy Investment Fund
swf317	Maryland Emergency Medical System Operations Fund
swf318	Maryland Education Trust Fund
swf319	Universal Service Trust Fund
swf320	Speed Monitoring Systems Fund
swf321	Video Lottery Terminal Proceeds
swf322	Housing Counseling and Foreclosure Mediation Fund
swf323	Fair Campaign Finance Fund
swf324	Mortgage Loan Servicing Practices Settlement Fund

FY 2020 Operating Budget Submission Requirements

swf326	Public Utility Customer Investment Fund
swf327	Contingent Fund

Federal Funds

Agencies should use the six-character Catalog of Federal Domestic Assistance (CFDA) number, which is five digits plus a decimal point. *Please report any new CFDA numbers and Fund Names to the OBA Budget Processing Team (BPT) and the OBA budget analyst.* For Federal Funds that do not have a CFDA number, use a code in the format aa.rst where “rst” is the R*STARS Financial Agency Code (e.g., q00).

Examples: 97.072 National Explosives Detection Canine Team Program
 17.503 Occupational Safety and Health-State Program
 20.233 Border Enforcement Grants
 93.778 Medical Assistance Program

Reimbursable Funds

Agencies should typically use the six-character R*STARS appropriation code for the agency that is the source of funds. For reimbursable activity where funding is from many agencies, for example “print shops,” the fund code will be the first three characters of the agency R*STARS Financial Agency Code, followed by a unique three-digit code in the range of 901-999.

- **Agencies must verify that any requested Reimbursable Fund amounts are in the budgets of agencies providing the funds.** When submitting budget requests, include copies of the appropriate signed reciprocity agreements.

Non-Budgeted Funds

Each agency using non-budgeted funds must include a separate program statement providing a description of any current and proposed activity to be financed with non-budgeted funds. All funds received from special and federal sources must be reported in the agency’s operating budget request and reflected in programs summarizing the various sources.

ADDITIONAL NOTES FOR ALL AGENCIES

NOTE: Institutions of Higher Education must provide an income listing in two forms:

- **Form 1:** Summary of Current Unrestricted and Restricted Funds equal to amounts expended, appropriated, or requested, in accordance with the *Financial Accounting and Reporting Manual* of the National Association of College and University Business Officers (NACUBO).
 - **Form 2:** Revenue Analysis listing tuition, fees, and revenues generated by fiscal year. Total revenue reported usually exceeds a given year’s expenditures with differences reported as fund balance.
- **In the ongoing attempt to decrease the number of budget amendments,** agencies relying on Special Fund and Federal Fund revenue should **carefully evaluate revenue and expenditure expectations** before submission of the budget request. A careful evaluation of cash flow needs will enable each agency to provide reasonable estimates of special and federal fund revenue.



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Section D:

SUPPORTING DOCUMENTS AND LEGISLATIVE REPORTING REQUIREMENTS

In This Section

- D.1 – Over-the-Target Requests
- D.2 – Organizational Charts
- D.3 – Local Aid
- D.4 – Chesapeake Bay Restoration Expenditures
- D.5 – Strategic Energy Investment Fund
- D.6 – State Funding and Accountability Act Report
- D.7 – Indirect Cost Recovery and Reversion Reporting
- D.8 – Adjustment to Current Year Appropriation
- D.9 – Statement of Dedicated Funds
- D.10 – Agency Reductions

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D.1 OVER-THE-TARGET REQUESTS

DBM does not encourage agencies to submit an over-the-target request.

A maximum of **ONE** over-the-target request from any department or independent agency will be considered. Prior to submitting an over-the-target request, agencies should attempt to identify efficiencies and low-priority programs that can be reduced, resulting in savings that can be reallocated. Agencies are also encouraged to pursue interagency collaborations and other innovative proposals to reduce costs. Agencies should consult with their budget analyst about the need being addressed, the related strategies, and measurable outcomes while developing their request. Unrealistic requests misuse the time and effort of everyone involved, including the Governor. Requests that address critical operational needs or items specifically endorsed by the Governor will be given priority over requests for new programs. *Over-the-target requests will not be considered on an agency-by-agency basis. Each request will compete with all other requests in the State.*

Any requests for new positions, including contractual conversions, must be submitted as an over-the-target request and should not be included in the budget or personnel submission.

✎ Any request must be submitted to DBM using an Over-the-Target adjustment in BARS. The information supplied in this BARS adjustment is used by DBM staff to understand both the costs and the programmatic impacts of the request. Thorough yet concise information allows for a comprehensive analysis and comparison of all requests across the State. An over-the-target request must be submitted in time with the FY 2020 base budget submission. Agencies will not be able to include general funds above the target in the budget submission. If an agency submits more than one over-the-target request, all requests will be returned to the agency or department for further prioritization. **Multiple items should not be combined into one request.**

Information Technology Over-the-Target Requests

Agencies seeking to obtain approval and funding for a new Major Information Technology Development Project (MITDP) must submit an Over-the-Target adjustment in BARS. Agencies must also submit an Information Technology Project Request (ITPR) to the Department of Information Technology (DoIT) and send a copy of the ITPR to the OBA budget analyst. **The amounts listed in the adjustment in BARS and the ITPR forms must match.** Make sure that the “Narrative” tab in the BARS adjustment includes an estimate of the Total Project Cost (TPC), which is equal to the cost from project initiation through one full fiscal year of operations and maintenance after implementation. DBM will work closely with DoIT to validate the feasibility of the request, assess the agency’s capacity to manage a major project, and evaluate the affordability of a project.

For ongoing MITDPs, the funding for each year of a MITDP must be carefully reviewed by the agency budget staff and DBM staff. Please carefully align the budget and ITPR to reflect any changes in the scope of the MITDP. Any special and federal fund sources to be used to support the project should be identified in the budget request.

For more information, please refer to the DoIT ITPR Guidelines and Instructions found at <http://doit.maryland.gov/policies>. Information Technology Master Plans are required of all agencies.

D.2 ORGANIZATIONAL CHARTS

Section 27 of the FY 2019 budget bill requires that the Department of Budget and Management (DBM) submit to the Department of Legislative Services (DLS) a **one-page** organizational chart for each agency that depicts the allocation of personnel across operational and administrative activities.

In order to accommodate this requirement, agencies are requested to submit a one-page organizational chart to DBM with the budget submission.

Agencies must submit the organizational chart in either Microsoft Word or Adobe PDF format. An electronic version should be forwarded to DBM for compilation and delivery to DLS. Agencies should submit the electronic file to their DBM budget analyst and Kimberly Grandy at Kim.grandy@maryland.gov no later than the budget submission date. *DBM is responsible for forwarding these charts to DLS. Agencies should not submit the files directly to DLS.*

If you have additional questions, please contact Kimberly Grandy at 410-260-7277 or your assigned DBM budget analyst.

D.3 LOCAL AID

Agencies that distribute local aid are required to include in the budget submission an estimated and preliminary distribution of local aid for FY 2017 actual expenditures, FY 2018 actual expenditures, the FY 2019 appropriation, and the FY 2020 request.

The submission should include the supporting documentation that was used to arrive at the distributions in each fiscal year. Between the submission of the budget request and the end of December 2018, any additional information that would affect the distribution of local aid in the request year should be submitted to the assigned DBM budget analyst and directly to Nathan Bowen at Nathan.bowen@maryland.gov.

As the Governor's Allowance is finalized, DBM will ask the agency to submit revised distributions based on the allowance. The budgets that contain local aid include:

<u>BUDGET</u>	<u>STATEWIDE PROGRAMS</u>
D15A0516	Governor's Office of Crime Control and Prevention, Law Enforcement Grants
D15A0516	Governor's Office of Crime Control and Prevention, State Aid for Police Protection Fund
D25E0302	Aging Schools Program (Program to change for FY 2020 Budget)
D26A0702	Senior Citizens Activities Centers Operating Fund
D38-----	State Board of Elections (Voting System Funding)
D50H0106	Fire, Rescue, and Ambulance Fund
J00A0102	Operating Grants in Aid (PILOT)
J00B0105	County and Municipal Funds (Highway Users)
J00H0106	Statewide Programs Operations
K00A0505	Land Acquisition and Planning (Instant Bingo Revenue to Calvert County)
K00A0510	Outdoor Recreation Land Loan (Program Open Space, local programs)
K00A1001	Critical Area Commission
M00F0207 and M00A0102	Targeted Local Health Services
P00E0104	Share of Racing Revenue – Division of Racing
P00E0106	VLT – Local Impact Grants
P00G0114	Adult Education
Q00A0104	Emergency Number Systems (911) – State Grant
Q00G0001	Police and Correctional Training Commissions – General Administration (Law Training Center Grants)
R00A02--	Aid to Education (All programs with General Funds or Education Trust Funds)
R62I00--	Aid to Community Colleges – Formula, Special Grants, and Fringe Benefits
W00A0108	Vehicle Theft Prevention Council

D.4 CHESAPEAKE BAY RESTORATION EXPENDITURES

BAY BUDGET

A summary of Chesapeake Bay restoration operating and capital expenditures will be included in the FY 2020 Budget Books. According to Section 37 of the FY 2019 budget bill, the summary shall reflect FY 2018 actual expenditures, the FY 2019 budget book appropriation and the FY 2020 allowance by fund type and fund source.

This reporting requirement applies to the following agencies, who will each receive a template from DBM by August 12, 2018 to be completed and submitted electronically with the FY 2020 budget submission:

Department of Natural Resources (DNR)	Maryland Department of Agriculture (MDA)
Maryland Department of the Environment (MDE)	Maryland Department of Planning (MDP)
Maryland Department of Transportation (MDOT)	Morgan State University (MSU)
St. Mary's College of Maryland (SMCM)	University System of Maryland (USM)
Maryland State Department of Education (MSDE)	

The following criteria should be used to determine if expenditures must be included:

- The subprogram or project receives funding that supports Chesapeake Bay restoration activities in any one of fiscal years 2018, 2019 or 2020, and
 - More than 50% of subprogram activities are directly related to Chesapeake Bay restoration. Agencies may note the percent related if they do not believe 100% should be counted. Activities defined as restoration of the Chesapeake Bay include Living Resource Protection and Restoration, Vital Habitat Protection and Restoration, Sound Land Use, Stewardship and Community Engagement, and Research.
1. DNR, MDA, MDE, MDP and MSDE must review and update the list of subprograms when completing the template.
 2. MDOT will submit by project and SMCM, MSU and each USM campus will complete the template as in past years.
 3. All agencies except MDOT are asked to provide fund source information.

For more information, contact Carissa Ralbovsky at carissa.ralbovsky@maryland.gov.

D.5 STRATEGIC ENERGY INVESTMENT FUND (SEIF)

To address a requirement set by Section 38 of the FY 2019 budget bill, DBM publishes an appendix in the Governor's Budget Books on the revenue, budget and expenditures of the Strategic Energy Investment Fund (SEIF) for the FY 2018 actual expenditures, the FY 2019 working appropriation and the FY 2020 allowance.

The revenue portion of the report shall include:

1. The number of auctions, allowances sold, and price per allowance (including both current and, if offered, future control periods)
2. Prior fund balance used to support the appropriation
3. Anticipated revenue from set-aside allowances

The budget and expenditure portion of the report shall include the amount of SEIF funds budgeted and spent by each State agency, and identify any prior year fund balance for:

1. Energy assistance
2. Energy efficiency and conservation programs for the low- and moderate-income sectors
3. Energy efficiency and conservation programs in all other sectors
4. Renewable and clean energy programs, energy education, and climate change programs and resiliency programs
5. Administrative expenditures
6. Dues owed to the Regional Greenhouse Gas Initiative
7. Transfers or diversions made to other funds (including the Clean Air Fund, the Transportation Trust Fund, and the Offshore Wind Business Development Fund)

The Maryland Department of the Environment and the Maryland Energy Administration (MEA) will be responsible for providing SEIF revenue estimates. MEA will also be responsible for coordinating and submitting a Statewide SEIF budget request, as well as expenditure information for the actual FY 2018 budget and the FY 2019 working appropriation.

For more information, contact Breanna Browne at Breanna.browne@maryland.gov.

D.6 STATE FUNDING AND ACCOUNTABILITY ACT REPORT

Section 7-406 of the State Finance and Procurement Article requires State agencies to submit a report to the Department of Budget and Management (DBM) listing State aid for each for profit or nonprofit entity or association receiving \$50,000 or more during a fiscal year as part of the agency's operating or capital budget or by agency action. As an addendum to the statute, agencies should also report loan payments of \$50,000 or more within the criteria set forth in the statute. State aid for these purposes does not include payments to local or State government nor does it include reimbursements to providers in a State program.

In order to collect this information, agencies are requested to complete the State Funding and Accountability Act Excel form, which will be distributed by DBM in early July, using upper/lower case format, with the following information:

- **8-Digit R*STARS Code**- List the agency's 8-Digit R*STARS code in which the funding of \$50,000 or more was expended in FY 2018 for each of the grantees or loan recipients in Column A.
- **The Grantee/Loan Recipient Program Name** – List the agency program name associated with the 8-Digit R*STARS code in Column B.
- **Grantee/Loan Recipient Name** – List the name of the for profit or nonprofit entity or association receiving the State aid in Column C. Each grantee or loan recipient receiving a total of \$50,000 or more must be listed separately.
- **Grantee/Loan Recipient Street Address** – List the address for the grantee or loan recipient listed in Column D.
- **Grantee/Loan Recipient City** – List the grantee or loan recipient's city in Column E.
- **Grantee/Loan Recipient State** – List the grantee or loan recipient's state in Column F.
- **Grantee/Loan Recipient Zip Code** – List the grantee or loan recipient's zip code in Column G.
- **State Aid Amount** – List the cumulative amount (\$50,000 or more) expended for the grantee or loan recipient in FY 2018 in Column H.
- **State Aid Description** – List a brief description of the type of State aid provided to the grantee or loan recipient in Column I. Agencies are encouraged to use the grant name or program service name to describe the service. However, please be consistent in the use of the description.
- **Grant (G) or Loan (L)** – Identify the type of funding (either a grant or a loan) in Column J.

Please submit your completed form to your assigned budget analyst with a copy to Beth McCoy, Beth.mccoy1@maryland.gov, no later than Wednesday, August 15, 2018.

Please feel free to contact Beth McCoy at (410) 260-7582 if you have any questions or concerns about the process.

D.7 INDIRECT COST RECOVERY AND REVERSION REPORTING

All agencies receiving Federal Funds must determine whether the funds are eligible for indirect cost recovery. Once such eligibility is established, the agency must initiate, negotiate and establish an indirect cost recovery rate with the federal government. A copy of the latest approval letter from the relevant federal agency must be submitted to DBM.

Agencies are instructed to budget for internal indirect cost recoveries only after notifying the assigned DBM budget analyst of the intent to do so. No agency may budget the use of Statewide Indirect Cost Recoveries. **ALL STATEWIDE INDIRECT COST RECOVERIES MUST BE REVERTED TO THE GENERAL FUND.**

DA-27 Form

All agencies must complete a [DA-27 form](#) (even if there are no recoveries to report). Agencies should use the DA-27 form to specify the exact amounts and types of indirect cost recoveries and reversions made. Data should be provided at the program level and totaled to the unit level and the agency level. **Please report data for FY 2018, as well as estimates for FY 2019 and FY 2020.** The following information will be required:

1. List the **Statewide Indirect Cost Recoveries**. This is the amount of total recoveries allocated to Statewide Indirect Costs. The allocation percentage is determined by dividing the amount of Statewide Indirect Costs used in the Indirect Cost Allocation Plan by the total amount of indirect costs used in the calculation of the **Federally Approved Indirect Cost Recovery Rate**. The resulting percentage is the **Federally Approved Statewide Cost Recovery Rate**. Please note that both of these rates are required in the two far right columns of the [DA-27 form](#).
2. List the **Internal Indirect Cost Recoveries**. This is the amount remaining from total indirect cost recoveries after Statewide Indirect Cost Recoveries have been subtracted.
3. Report the amount of Indirect Cost Recoveries **reverted to the General Fund**. This amount should not be less than the amount of Statewide Indirect Cost Recoveries, but may be more.
4. Report the amount of **Indirect Cost Recoveries Retained by the Agency**. This amount should be no greater than the amount of Internal Indirect Cost Recoveries, but may be less.

Copies of the [DA-27 form](#) and the most current **Negotiated Agreement Letter** should be included in the agency's budget submission, and electronic copies of the DA-27 form and the most current agreement letter should be sent to Michelle Pack, michelle.pack2@maryland.gov, and the DBM budget analyst. This information is reported in Appendix I of the Governor's Budget Highlights Book.

D.8 ADJUSTMENTS TO CURRENT YEAR APPROPRIATION

✎ Agencies are asked to submit Current Year Appropriation requests through BARS using the Budget Amendment adjustment type or a Deficiency adjustment type.

Agencies are encouraged to consider the following before submitting any BARS special or federal fund adjustment requests to DBM:

- 1) Has the agency expended all of its appropriation authority and thus needs additional appropriation authority? Does the agency project it will expend its full appropriation authority before April 2018?
- 2) Does the agency have a history of underutilized special fund and/or federal fund appropriation authority? If so, can the appropriation be realigned across programs instead of being increased through the budget amendment process?

DBM will evaluate budget amendment and deficiency requests on a rolling basis and share decisions with agencies by early November (for budget amendments) and with the Governor's Allowance (for deficiencies). **Agencies should be aware that only a small number of current year appropriation adjustment requests will be processed as a budget amendment in the first half of the fiscal year.**

D.9 STATEMENT OF DEDICATED FUNDS

Section 7-107 of the State Finance & Procurement Article requires DBM to publish an itemized summary of revenues collected by the State that are dedicated by law to a special fund in the FY 2020 Governor's Budget Books. The summary shall reflect the name, purpose, and source of revenue of each special fund, along with the amount deposited into the special fund in FY 2018 and the revenue balance in the special fund at the close of FY 2018.

Agencies will enter FY 2018 revenue and balance data into BARS as part of the FY 2020 budget request. This data will be used to compile the Statement of Dedicated Funds. Agencies may be asked to verify information related to the specials funds such as statutory references, purpose, and source.

Please contact Emily Vianna at Emily.vianna@maryland.gov with any questions.

D.10 AGENCY REDUCTIONS

To assist DBM in balancing growing Statewide spending mandates without sufficient revenue growth to support these additional costs, State agencies are asked to provide agency-proposed reduction items with the FY 2020 budget submission.

✎ Agencies are asked to submit Agency Reduction adjustments in BARS, which will be sent to DBM with the FY 2020 budget submission. General fund reduction targets will be provided when DBM distributes agency general fund targets in early July. Agencies must submit a set of reduction options that total to the target, and individual reduction “options” should be submitted as separate adjustments in BARS. **Agencies should not combine all reduction options into a single BARS Agency Reduction adjustment.**

DBM encourages agencies to identify on-going reductions as opposed to one-time cost savings actions. Further guidance will be provided with the reduction target in July.



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Section E: **MANAGING FOR RESULTS**

In This Section

- E.1 – MFR Submission Requirements
- E.2 – MFR Submission Requirements Summary Table
- E.3 – MFR Component Guidance

JUNE 2018

E.1 MANAGING FOR RESULTS SUBMISSION REQUIREMENTS

Important Notes for FY 2020:

- **Performance Discussion, Strategies and Data Definitions and Controls Procedures will now be included in the MFR Excel template**, so agencies will not submit these documents separately. If an agency experiences any difficulties with this new format or has questions or concerns please reach out to MFR staff so we can assist.
- All agencies will submit the MFR on one combined due date of September 7, 2018. This is NOT the same as the due date for your budget request, which is different for each agency.
- DBM asked agencies to submit MFR template changes by June 15, 2018. This allows DBM to update the Excel-based templates and distribute them by the end of June.
- Data submitted by agencies in the template falls into two categories: “MFR” and “DBM/DLS only.” DBM will only publish the “MFR” data in the agency’s official MFR plan.

MFR Submission Files: Each agency must submit the following separate electronic files - [Sections E.2](#) and [E.3](#) provide more guidance for each component.

- MFR Excel template (mandatory): DBM will e-mail each agency an MFR template to complete by July 1, 2018. Each agency must use this electronic file to create the FY 2020 MFR submission. Agencies should review the template to check for any errors (including verifying past year actual data), but should not change the format or insert new measures or objectives. DBM will ask agencies to resubmit if the files contain alterations.
 - Performance discussions (mandatory): See [Section E.3](#) for guidance.
 - Data definitions and control procedures (mandatory): See [Section E.3](#) for guidance.
 - Strategies (optional with the exception of strategies supporting State Plan measures that are indicated in the Excel template): See [Section E.3](#) for guidance.
- Signed data certification statement (mandatory): Submit as a PDF file.

Submitting MFR Files: Agencies should e-mail MFR documents to oba.mfr@maryland.gov and their DBM budget analyst by **September 7, 2018**. The subject line of the e-mail must list the applicable budget code for the agency and the acronym for each file attached, for example “U00 ET, C”. This example indicates that the Excel template (with the performance discussion, strategies and data definitions and control procedures) and the data certification are attached. Hard copies are not needed. The file name for each document must include the budget code, the acronym that identifies the subject of the file, and the fiscal year. When agencies submit revised files after the initial file submission, they should include the date of revision in the file name, for example “U00 ET 20 revised 11-12-18.”

The acronyms and examples of file names are shown below:

Acronym:

ET = Excel template (*now includes Performance discussion, Strategies, and Definition and controls*)

C = Certification statement

Examples of file names:

U00 ET 20

U00 C 20

Excel Template: Please reach out to your DBM budget analyst, Kelsey Goering at kelsey.goering@maryland.gov or Bridget Patton at bridget.patton@maryland.gov if you have any questions or concerns about the Excel template that DBM created for your agency. Some important notes for completing the Excel template:

- “MFR Do Not Edit” and “All Data” Tabs: The Excel template has three tabs. The “All Data” tab is the only tab the agency needs to update data in. Data entered in the “All Data” tab will automatically populate the “MFR Do Not Edit” tab. The “DC Section Key” tab provides descriptions of what information to include in the new Data Definitions and Control Procedures section of the “All Data” tab.
- Few changes to the MFR may occur in the fall: Discussions about changes to the MFR should occur during the spring, as DBM has encouraged in the past. Agencies desiring to change goals, objectives, and measures after June 15 will be considered on a case-by-case basis.
- Explanatory endnotes in the Excel template are only required in the following circumstances:
 - Actual data is not yet available or was revised from a prior year actual.
 - “Actual” data is an estimate rather than final.
 - Actual data was not collected for a specific year or is collected in alternate years.
 - Significant declines or improvements in performance are indicated in the data.
 - Performance target level changed. No note is needed if only the target date has changed.
 - Definition or calculation method for a measure changed.
 - Reporting period for data changed (for example, from state to federal fiscal year).
 - Technical or unusual term is used (for example, “walk-off”).Endnotes must be concise - lengthy performance explanations should be included in the performance discussion documents only.
- Revisions after submission: Agencies expecting changes to data or that have measures for which data are not available by the MFR due date, must include an explanation in the transmittal e-mail when submitting the initial files including: (a) which data will change and (b) when the final data will be available. When agencies submit the final files, the subject of the transmittal e-mail should include the language “**Final files** including all data” and the e-mail message should state what has been revised, with files that have changes highlighted.
- Proofreading: Agencies must proofread the Excel template before submitting to DBM to ensure:
 - All requested data is accurate and complete , and
 - Endnote text is concise, grammatically correct, and free of spelling errors.

State Plan Metrics

As a reminder, strategy documents, data definitions and performance discussions are required for ALL STATE PLAN METRICS, even those which are not part of the agency's Managing for Results Strategic Plan. All of these State Plan metrics are included on the agency's MFR template on the bottom of the "All Data" tab. For reference, a list of all State Plan measures and the responsible agency is below:

Indicator	Agency/ Data Source	Budget Code	MFR #
1.1. Maryland's growth in total real gross domestic product (in millions of chained [2010] dollars) (CY 2013 - 2017)	U.S. BEA	N/A	N/A
1.2. State Economic Momentum Index (CY 2014 - 2018)	FFIS	N/A	N/A
1.3. Maryland Port Administration total general cargo tonnage, (millions) (FY 2014 - 2018)	MDOT	J00	D9
1.4. Annual BWI Marshall passenger growth rate - Number of passengers (CY 2013 - 2017)	MDOT	J00	M605
1.5. Total State sales tax revenue attributable to tourism (millions) (FY 2014 - 2018)	Commerce	T00	M513
1.6. Percent of MD State Highway Administration network in overall preferred maintenance condition (CY 2013 - 2017)	MDOT	J00	M308
1.7. Ratio between Maryland's unemployment rate and the U.S. rate (FY 2014 - 2018)	U.S. DOL/BLS	N/A	N/A
1.8. Rate that adult employment trainees enter employment (FY 2014 - 2018)	DLLR	P00	M206
1.9. Annual percent change in Maryland per capita personal income (CY 2013 - CY 2017)	U.S. BEA	N/A	N/A
1.10. Homeownership (CY 2013 - CY 2017)	U.S. Census	N/A	N/A
1.11. Number of jobs created/retained through Department of Commerce facility attraction and business technical assistance activities (FY 2014 - 2018)	Commerce	T00	M103
3.1. Bond rating from all three nationally recognized bond rating agencies for each issuance of State General Obligation Bonds (maintain AAA rating) (CY 2014 - CY 2018)	Treasurer's Office	E20	N/A
3.2. Capital debt service as a percent of State revenue (FY 2014 - FY 2018)	Treasurer's Office (CDAC)	E20	N/A
3.3. Asset to liability ratio for the MD State Retirement and Pension System (funded ratio) (FY 2014 - FY 2018)	State Retirement and Pension System	G20	SP1
3.4. Difference between the actual rate of return for the composite portfolio and the actuarial return assumption set by the SRA Board of Trustees over one year (FY 2014 - FY 2018)	State Retirement and Pension System	G20	M101

Indicator	Agency/ Data Source	Budget Code	MFR #
3.5. Percent of repeat audit findings for State agencies (FY 2014 - FY 2018)	DBM	F10	N/A
3.6. Projected percentage of ongoing revenues covering ongoing spending based on the Governor's 5-year plan included in the budget allowance (FY 2016 - FY 2020)	DBM	F10	N/A
5.1. Percent of students entering Kindergarten demonstrating Full Readiness on the Kindergarten Readiness Assessment (AY 2016 - 2018) – <i>test new in 2015</i>	MSDE	R00A01	M116
5.2. AP Exams – Percent receiving grade 3, 4, or 5 (AY 2014 - 2018)	MSDE	R00A01	M104
5.3. Prekindergarten enrollment (AY 2014 - 2018)	MSDE	R00A01	M107
5.4. High School graduation rate (AY 2014 - 2017)	MSDE	R00A01	M132
5.5. Percent of children in grades 9 through 12 who drop out of school in an academic year (AY 2013 - 2017)	MSDE	R00A01	M131
5.6. Percent of core academic subject classes staffed with highly qualified teachers (AY 2014 - 2018)	MSDE	R00A01	M202
5.7. Average percentage of schools surveyed by the Interagency Committee for School Construction in the past six years that received Superior, Good, or Adequate ratings for school maintenance (FY 2014 - 2018)	IAC	D25	M205 + M206
5.8. Six year graduation rate of first-time, full-time students at public four-year colleges and universities (all groups) (FY 2014 - 2018)	MHEC (Higher Ed Overview)	R62	M301
5.9. Percent of bachelor's degrees awarded to racial/ethnic minorities at public and private Maryland colleges and universities (FY 2014 - 2018).	MHEC (Higher Ed Overview)	R62	M201
5.10. Four-year transfer and graduation rate of first-time community college students (FY 2014 - 2018)	MHEC (Higher Ed Overview)	R62	M309
5.11. Percent of Maryland median family income required to cover tuition and fees at Maryland public four-year institutions (FY 2014 - 2018)	MHEC (Higher Ed Overview)	R62	M402
5.12. Percent of Maryland median family income required to cover tuition and fees at Maryland community colleges (FY 2014 - 2018)	MHEC (Higher Ed Overview)	R62	M401
5.13. Number of graduates in science, technology, engineering, and math (STEM) from Maryland's public and private higher educational institutions (FY 2014 - 2018)	MHEC (Higher Ed Overview)	R62	M307
5.14. Post-secondary degree attainment rate for Marylanders ages 25 to 64 (FY 2014 - 2018)	MHEC (Higher Ed Overview)	R62	M304

Indicator	Agency/ Data Source	Budget Code	MFR #
5.15. Homicide rate per 100,000 (CY 2013 - 2017)	State Police	W00	N/A
5.16. Rate of homicide deaths of children and youth ages 0 to 19 (per 100,000 population) (CY 2013 - 2017)	GOC	D18	N/A
5.17. Traffic fatality rate per 100 million miles traveled (CY 2013 - 2017)	State Police	W00	D3
5.18. Part I crime rate (offenses per 100,000 population) (CY 2013 - 2017)	State Police	W00	D18
5.19. Offenders under Department of Public Safety & Correctional Services jurisdiction (FY 2014 - 2018)	DPSCS	Q00	S103
5.20. Percent of all cases closed where the offender was employed at closing (FY 2014 - 2018)	DPSCS	Q00	M128
5.21. Rate per 100,000 of arrests of youth ages 10 to 17 for violent criminal offenses (CY 2013 - 2017)	GOC	D18	M120
5.22. Youth Recidivism: Percent of youth re-adjudicated within one year after release from all residential (FY 2013 - 2017)	DJS	V00	M102
5.23. Percent of live births for which prenatal care was initiated during the first trimester (CY 2013 - 2017)	MDH – Prevention and Health Promotion Administration	M00F03	M203
5.24. Infant mortality rate for all races (per 1,000 live births) (CY 2013 - 2017)	MDH – Prevention and Health Promotion Administration	M00F03	M201
5.25. Maryland's average annual uninsured rate among the nonelderly (under age 65; estimated) (CY 2013 - 2017)	MDH – Health Regulatory Commissions	M00R	M205
5.26. Percent of Maryland children fully immunized (by 24 months) (CY 2013 - 2017)	CDC	N/A	N/A
5.27. Cumulative percent change from the calendar year 2000 baseline for underage high school students smoking cigarettes (CY 2010, 2012, 2014, 2016, 2018) (biannual)	MDH – Prevention and Health Promotion Administration	M00F03	M602
5.28. Percent of public school students in grades nine through twelve who are current drinkers (AY 2009, 2011, 2013, 2015, 2017) (biannual)	GOC	D18	M108
5.29. Overall cancer mortality rate per 100,000 persons (age adjusted to 2000 U.S. Standard Population) (CY 2013 - 2017)	MDH – Prevention and Health Promotion Administration	M00F03	M401

Indicator	Agency/ Data Source	Budget Code	MFR #
5.30. Heart disease mortality rate for all races per 100,000 population (age adjusted) (CY 2013 - 2017)	MDH – Prevention and Health Promotion Administration	M00F03	M302
5.31. Rate of age adjusted new HIV diagnoses (per 100,000 population) (CY 2013 – 2017; estimated)	MDH – Prevention and Health Promotion Administration	M00F03	M113
5.32. Rate of primary/secondary syphilis incidence (cases per 100,000 population) (CY 2013 - 2017)	MDH – Prevention and Health Promotion Administration	M00F03	M102
5.33. Percent of children with no recurrence of maltreatment within 6 months of first occurrence (FY 2014 - 2018)	DHS	N00	M301
5.34. Percent of related children and youth under age 18 whose families have incomes below the poverty level (estimated) (CY 2013 - 2017)	U.S. Census	N/A	N/A
5.35. Maryland prevalence of household-level very low food security (3 year average) (2010-2012 to 2014-2016)	USDA	N/A	N/A
5.36. Rate of live births to adolescents between 15 and 19 years of age (per 1,000 women) (CY 2013 - 2017)	GOC	D18	M104
5.37. Statewide percent of current child support paid (FFY 2014 - FFY 2018)	DHS	N00	M504
5.38. Rate of children placed in out-of-home care (per 100,000 children) (CY 2013 - 2017)	GOC	D18	M123
5.39. Percent increase in employment of adults at completion of substance abuse treatment (2014-2018)	MDH – BHA	M00L	M106
5.40. Percent of adults with serious mental illness who receive mental health services (FY 2014 - 2018)	MDH – BHA	M00L	M203
5.41. Heroin overdose-related deaths in Maryland (CY 2013 - 2017)	MDH – BHA	M00L	N/A
5.42. Chesapeake Bay Habitat Health Index- MD (CY 2013 - 2017)	UMCES EcoCheck	N/A	N/A
5.43. Acres of submerged aquatic vegetation (CY 2013 - 2017)	DNR	K00	M106
5.44. Dredge survey index of stock size - crabs (2014 - 2018)	DNR	K00	M215
5.45. Oyster biomass index (2014 - 2018)	DNR	K00	M218
5.46. Estimated nitrogen load to the Chesapeake Bay from Maryland (in million lbs.) (FY 2014 - 2018)	MDE	U00	M401
5.47. Acres of cover crops planted (CY 2013 – 2017)	MDA	L00	M405

Indicator	Agency/ Data Source	Budget Code	MFR #
5.48. Waters impaired by nutrients per the Integrated Report of Surface Water Quality (2014 - 2018) – <i>note report done biannually</i>	MDE	U00	N/A
5.49. Percent of Marylanders served by public water systems in significant compliance with all new and existing regulations (2014 - 2018)	MDE	U00	M404
5.50. 3 year average of days the 8 hour ozone standard was exceeded (CY 2014 - 2018)	MDE	U00	M201
5.51. Maryland's recycling rate (CY 2014 – 2018)	MDE	U00	M104
5.52. Total acres preserved by all land preservation programs (CY 2014 - 2018)	DNR	K00	N/A
5.53. Energy consumption by all State government facilities (owned and leased) (CY 2014 - 2018)	DGS	H00	M503
5.54. Maryland per capita electricity consumption in megawatt hours (CY 2013 - 2017)	MEA	D13	N/A
5.55. Percent of vehicles registered in the state that are alternative fuel, electric or hybrid-electric (FY 2014 -2018)	MVA	J00	N/A
5.56. Number of children under 6 years of age with elevated blood lead levels (CY 2013 - 2017) – <i>note that the threshold in the State Plan is lower than that included in the MDE MFR.</i>	MDE	U00	N/A
5.57. Maryland rapid transit trips (including Maryland Transit Administration (MTA), Washington Metropolitan Area Transit Authority (WMATA), and Locally Operated Transit Systems (LOTS)). (thousands) (CY 2014 - 2018)	MDOT	J00	M219+ M220+ M413

E.2 SUMMARY OF MFR SUBMISSION REQUIREMENTS FOR FY 2020

GUIDANCE

MFR COMPONENT

Excel Template (ET)	Mandatory	Goals, objectives, and performance measures must remain the same in the DBM template. Requested changes will be considered on a case-by-case basis by the DBM budget analyst.
Mission	Mandatory	http://www.dbm.maryland.gov/Documents/MFR_documents/MFRGuidebook.pdf (Page 28)
Vision	Optional	http://www.dbm.maryland.gov/Documents/MFR_documents/MFRGuidebook.pdf (Page 41)
Key Goals	Mandatory	Agencies only need to submit agency-level goals, and program-level objectives and measures to support those goals.
Key Objectives	Mandatory	The Excel template will “roll-up” objectives under each goal. Include an explanatory endnote in the Excel template if a performance target in an objective has changed.
Key Performance Measures	Mandatory	The performance measures included in the “MFR” data group have been determined with agency input as requested. Any later changes will be considered on a case-by-case basis by the DBM budget analyst. Agencies should update actual data for FY 2018, include estimates for FY 2019 and FY 2020, and double-check to ensure that data from past years is accurate. Include explanatory endnotes in the Excel template if actual data for a measure changed, estimated data is reported rather than actual data, or if a substantial change took place.
Performance Discussion (PD)	Mandatory	The agency may discuss overall performance or focus on specific programs or initiatives. Describe what performance data reveal about agency performance. Starting this year all agencies must provide performance discussion on a per measure basis in the Excel template. Further guidance is provided in Section E.3 .
Key Strategies (ST)	Mandatory only for State Plan	If reporting data for measures included in the MFR State Plan, the agency must submit strategies that support achievement of related goals and objectives. Starting this year, agencies will provide these within the Excel template. Data sources for the measures must be listed in the State Plan.
Data Definitions and Control Procedures (DC)	Mandatory	Data definitions and control procedures are the first step toward ensuring data integrity. Starting this year, agencies are asked to provide data definitions and control procedures for all “M” measures within the Excel Template even if documentation has been provided in previous years. Further guidance is provided in Section E.3 .
Certification of the Integrity of the MFR Data (C)	Mandatory	Each agency must submit an electronic, PDF certification signed by the agency head or designee that certifies the integrity of the MFR data. The certification letter should include the agency name and budget code. DBM requires only <u>one</u> signed certification to certify the integrity of all of the agency’s data.

E.3 MFR COMPONENT GUIDANCE

Performance Discussion (PD)

The Performance Discussion section is an opportunity for agencies to describe what performance data reveals about agency performance during the past year. Starting with the FY 2020 MFR submission agencies should utilize the “Performance Discussion” column in the “All Data” tab of the Excel template to discuss performance on a per measure basis.

If an agency is responsible for reporting data for measures included in the MFR State Comprehensive Plan, the agency must submit performance discussions regarding the goals and objectives that support the State Plan measures.

A typical performance discussion measure includes:

- 1) A concise statement of overall performance including what reported outcome and efficiency measures and other indicators show about the effectiveness and efficiency of the agency;
- 2) Outcomes attained and explanations for performance that surpasses, meets, or fails to achieve targets within the objectives;
- 3) When applicable, a comparison of program performance to similar programs in other jurisdictions using information from national standards, benchmarking, the experience of other similar states, or published articles, research, audits, or management evaluations.

If you need any assistance or have questions about the new format for the performance discussion, please contact Kelsey Goering at kelsey.goering@maryland.gov or Bridget Patton at bridget.patton@maryland.gov.

Strategies (ST)

DBM requires agencies to complete the Strategies section for only measures reported in the State Plan (indicated in the Excel template). A strategy is a specific course of action that will be undertaken to accomplish goals and objectives and reflects budgetary and other resources.

Starting with the FY 2020 MFR submission agencies should use the “Strategies” column in the “All Data” tab of the Excel template to provide strategies for each measure reported in the State Plan.

Further information about strategies can be found on pages 66 and 67 of the MFR Guidebook at http://www.dbm.maryland.gov/Documents/MFR_documents/MFRGuidebook.pdf.

Data Certification (C)

The Data Certification submission should be a letter written on the agency’s letterhead, signed by the agency head or designee, certifying that the entire content of the MFR submission is accurate. For example, the letter can state, “I have fully reviewed the Managing for Results submission for FY 2020 and hereby certify, to the best of my ability, the information to be reliable and accurate.”

Data Definitions and Control Procedures (DC)

Agencies should use the “Data Definition and Control Procedures” section in the “All Data” tab of the Excel template to provide data definition and control procedures on a per measure basis, starting with the FY 2020 MFR submission.

Section 3-1002 (d) of the Maryland State Finance and Procurement Article requires agencies to maintain documentation of internal controls. When establishing performance measurement systems, agencies should ensure that:

- Documentation of data definitions and control procedures is complete, accurate, and consistent;
- Data collection, maintenance, and processing systems are designed to avoid significant error and bias;
- Sufficient information on verification and validation procedures are provided to allow a third party to assess whether those procedures and the reported data are credible; and
- Control procedures include:
 - Periodic review of data collection, maintenance, and processing procedures;
 - Periodic sampling and review of data;
 - Independent audits; or
 - Other established procedures for verifying and validating data.

In addition, agencies that report data for measures included in the State Comprehensive Plan are encouraged to conduct biennial internal audits of the reported data for those measures.

Data from an external source should be indicated and verified where possible. Verification of third party data may include obtaining from each data source the specific procedures used to ensure data integrity. **Agencies should update definitions and control procedures as necessary.**

Data Definitions: A data definition should include both conceptual and operational components that clearly explain the measure with a detailed description of its calculation to allow for replication. Agencies should specify formulas used to calculate measures in the data definitions. Additionally, a complete data definition should fulfill the following criteria:

- Describes the primary source(s) of information, its method of collection and storage;
- Identifies any data limitations, including factors beyond the agency's control; and
- Identifies whether the data is cumulative or non-cumulative.

The reported measure must be consistent with what is being measured in the objective. For example, if the objective measures the percent of Maryland children fully immunized, it would be incorrect to state the measure as the number of children fully immunized.

Control Procedures: Control procedures create a system to ensure that the collection and reporting of performance measures are reliable and accurate. A statement of control procedures should include detailed information regarding data collection and review, and list responsible parties.

There are three types of control procedures: input, process, and review:

Input controls are processes developed by an agency to provide reasonable assurance that data collection is accurate. Examples include:

- Data-entry training, including how information will be used and the importance of accuracy;
- Written and established guidelines and procedures for data entry that are used consistently;
- Information received via mail or telephone that is date stamped or logged when received;
- Supervisory review for accuracy of information entered into the computer system;
- Written documentation of the control structure from providers of third-party data; and
- Documentation of the third-party provider's operations to ensure that the information received is accurate.

Process controls are mechanisms that provide reasonable assurance that performance measurement systems use the appropriate information and follow procedures established for data gathering and calculation of each measure. Examples include:

- Review of computer programs used to calculate or store performance data to ensure the correct information is being captured and the desired functions are being performed;
- Databases have all of the basic computer controls such as edit checks, logic checks, edit totals, and access controls;
- Personnel understand the origin of the information and stay current with any changes in its form; and
- Written procedures exist for collecting and calculating measures, and personnel are trained in this area.

Review controls are procedures to verify that an activity occurred and was correctly calculated to provide reasonable assurance that accurate data is reported. Examples include:

- Communication with executive management to ensure that the desired information is being measured or is capable of being measured;
- Reviewing the calculation of the performance data to ensure that the calculation is consistent with the measure definition and to check for mathematical errors;
- Internal audits of performance measures; and
- Review of MFR submissions for accuracy and typographical errors.

DBM requires agencies to use the Excel template to include Data Definitions and Control Procedures in the corresponding sections on the "All Data" tab. Agencies should review the Excel template to ensure all required information is included in their submission.

If you need any assistance or have questions about the new format for the Data Definitions and Control Procedures, please contact Kelsey Goering at kelsey.goering@maryland.gov or Bridget Patton at bridget.patton@maryland.gov.

FY 2020 Operating Budget Submission Requirements

Section Title in "All Data" tab	Column Title in "All Data" tab of	Description of Information to Provide in "All Data" tab
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IDENTIFIERS	Goal Number	Provide the MFR goal number for this performance measure.
	Objective Number	Provide the objective number for this performance measure.
DATA DEFINITION AND CONTROL PROCEDURES	Type (Input, output, outcome, quality, efficiency)	Indicate the performance measure type as input, output, outcome, quality, or efficiency. Refer to the MFR Guidebook Section A.3 (page 84) for additional guidance.
	Description and Definitions of Terms	Provide complete written description of exactly what is being measured in plain lanaguage. Define all terms from written description that need further explanation to ensure consistent interpretation and calculation.
	Data Source/Provider of Data	Provide name of the program/unit if internal source, or the name of the external source/third party provider of data.
	Document or Database Source	Provide the document or database name, file location, and name of organization that collects and maintains data and name of the document. If the document is on a personal computer, specify which drive and file folder(s). Indicate if data comes from a paper record, in house electronic file, or third party database. Provide the Web address if applicable.
	Contact Information	What entity or person owns and maintains the database? Specify whom to contract to learn more about the sources of data.
	Method of data collection	Describe the method of data collection and storage.
	Frequency of data collection	Specify how often the data is collected (monthly, annually, etc.)
	Report Timeframe	Specify whether data represent state fiscal year, federal fiscal year, calendar year or academic year.
	Calculation method(s) or formula(s)	Provide the calculation method or formula used to arrive at this performance measure. The formula will include the specific data elements referenced under "Data Source/Provider of Data" above.
	Data Accuracy and Reliability	How is accuracy and reliability of the data ensured? Describe what steps are taken to ensure data is not duplicated (audits, mgmt review, provider processes, etc.).
	Qualifications, limitations, or areas needing improvement`	Describe any qualifications for use of the data. Indicate any outstanding issues or action items that need to be addressed. Identify improvements in terms of data collection, reporting, etc. that are needed to make this performance measure more useful.
	Benchmarks (if applicable)	For comparision purposes, cite performance information for similar internal programs or programs in other jurisdictions or other states, national standards, or other sources such as published articles, research, audits, or management evaluations.



**DEPARTMENT OF BUDGET & MANAGEMENT
OFFICE OF BUDGET ANALYSIS**

Fiscal Year 2018

OPERATING BUDGET SUBMISSION REQUIREMENTS

JUNE 2016

ELECTRONIC ACCESS TO BUDGET SUBMISSION REQUIREMENTS
<http://dbm.maryland.gov/budget/Pages/operbudget/OperatingBudgetInstructions.aspx>

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June 14, 2016

TO: All Departments and Independent Agencies

FROM: Department of Budget and Management (DBM)

SUBJECT: FY 2018 Operating Budget Submission Requirements

Since taking office, Governor Hogan has set out clear goals to put the State's finances on the path to long-term sustainability and to establish a more efficient and cost effective government. Efforts by State agencies to constrain costs, consolidate or streamline activities, and implement efficiencies have played a critical role in our early successes, but significant work remains to be done.

Attached are the requirements for submitting agency FY 2018 operating budget requests. In keeping with the Governor's commitment to fiscal discipline, we are asking that you work with your staff to craft a FY 2018 budget proposal that:

- Maximizes efficiencies and identifies potential cost savings;
- Maintains structural budget reductions implemented in FY 2016 and FY 2017;
- Streamlines operations and, where appropriate, consolidates or eliminates functions and programs; and
- Improves our ability to serve Maryland citizens.

The Department appreciates your cooperation in this important endeavor.

Reminder: Refer to [Section 1.1](#) for a summary of new or revised requirements.

1.1 NEW FOR FY 2018

New Positions and Contractual Conversions

Agencies must submit an over-the-target request for any new position request, including contractual conversions.

Salaries for FY 2018

OBA will determine a total Salary (subobject 0101) target for each agency. Each agency will receive the Salary target by mid-July with instructions to verify the Position Inventory for both State Personnel System (SPS) and non-SPS users. The agency may not budget in excess of the target. Any reclassifications anticipated in FY 2017 must be budgeted in subobject 0112. Agencies may provide reclassifications during the fiscal year; however funding will only be provided as part of the FY 2018 request where funds are budgeted in 0112.

Agencies should not budget for any increment within subobjects 0101 or 0112.

Requests for Additional Special Fund or Federal Fund Appropriation

The budget amendment process will change during FY 2017. Any request for additional Special Fund or Federal Fund appropriation in the first half of the fiscal year will be carefully reviewed before approval, and should NOT be included in the FY 2017 working appropriation in the budget request. See Section 1.6.4.

- A request form (DA-28) will be due with the budget submission, but may be submitted early. It must include line-item detail and all the information OBA would need to enter the information into the budget system. The budget amendment form will NO longer be used for these requests.
- OBA will review requests to determine funding need and, if approved, how the request will be processed (i.e. budget amendment, deficiency).
- In August, OBA will send agencies 1) a list of all the budget amendments that should be included in the FY 2017 budget book appropriation column (statewide increments, etc.) and 2) a copy of a report that shows how the amendments affect the starting balance for the working appropriation.

Agencies should be aware that only a small number of requests will be processed as a budget amendment in the first half of the fiscal year.

Realignment and reimbursable budget amendments do not need to be requested through the DA-28 form. These amendments do not impact the total spending of the State, and do not change the total appropriation of an agency; and do not require DLS review. Agencies are encouraged to only submit one realignment amendment a year.

Statement of Dedicated Funds (Chapter 95 of the 2016 Session):

Chapter 95 (HB 120) was enacted in the 2016 Legislative Session. The legislation requires DBM to publish a list of revenues dedicated to special funds for FY 2016. Agencies with special funds must populate a DA-29 and return to DBM with the budget request. See Section 1.6.1 and Section 3.

Fuel and Utilities

Natural gas and propane 21% over FY 2016 actual expenditure
 Electricity 5% over FY 2016 actual expenditure

Social Security (FICA) Contributions (0151 and 0213)

The 0151 for FY 2018 = 7.28% of salary (0101+0102+0104+0105+0110+0111+0112) up to \$126,330. For an annual salary over \$126,330 the rate is 1.45% of the amount over \$126,330.

The 0213 rate for FY 2018 = 7.65% of each position's salary (0220) up to \$120,283. For an annual salary over \$120,283 the rate is 1.45% of the amount over \$120,283.

Health Insurance

Agencies should budget for a 0% 0152 increase and a 58% 0154 rate. Multi-funded and special-funded agencies should account for the fact that there may be a 7% increase in health costs reflected in their 0154 Allowance and should set aside funds now for this purpose.

Contractual Health Insurance

Refer to the contractual billing table emailed to agencies in July for DBM's target 0217 Request amount per agency.

Retirement Rates

0161	Employees' Retirement System	19.74% of 0101
0163	Teachers' Retirement System	17.39% of 0101
0165	State Police Retirement System	83.73% of 0101
0166	Judges' Pension System	46.56% of 0101
0169	Law Enforcement Officers Pension System	43.04% of 0101

Contractual Employee Turnover

In FY 2018, each agency should budget contractual turnover based on the agency's turnover rate for permanent positions plus an additional 4.23% to account for a "reasonable" vacancy rate for the 11 annual holidays.

State Agency Loan Program (SALP) (0698)

Starting in FY 2018, agencies should budget the SALP amount listed in the schedule in Section 2.8. In the past, subobject 0698 was to be budgeted at the same level as the budget book appropriation.

Vehicle Commuter Charges

See rates in Section 2.7. The actual FY 2018 schedule will be developed closer to the beginning of FY 2018 and may be different than the chart in these instructions.

1.2 COMMON MISTAKES AND OMISSIONS

THE FOLLOWING ARE OFTEN OMITTED OR DONE INCORRECTLY.

Checklist

The checklist found in [Section 1.3](#) must be completed and attached to the front page of each budget submission. If the department/agency submits any 6-digit units or 8-digit programs separately, there should be a checklist for each unit or program.

Name changes or new programs must be approved by DBM **before** the budget submission.

Positions and Salaries for FY 2018

All positions abolished in FY 2016 via Section 20 of the FY 2017 Budget Bill must be removed from the agency budget request. Position salaries must match the approved salary forecast. Any over-the-target request for additional positions should be built using the FY 2017 salary plan. *DBM will add any additional funding needed for any FY 2018 additional approved salary adjustments.* Refer to [Sections 2.14-2.26](#) for salary rates.

Social Security (FICA) Contributions (subobjects 0151 and 0213) are calculated on salary plus other salary subobjects. Please see [Sections 1.7.3 and 1.8](#).

Deferred Compensation (subject 0172) Do not budget in the FY 2018 request.

Turnover is not calculated on health insurance (subobjects 0152 and 0154).

Non-General Funds: See [Section 1.6](#). All non-General Funds MUST be

- (1) entered into a HOB0 Fund File, **or**
- (2) submitted in an electronic Excel file in the same format as the HOB0 Fund File

In addition, the hard-copy budget submitted to Angela Miller MUST have

- (1) Form 3A and Form 20 printed from HOB0, **or**
- (2) Excel Form 3A and DA-20 with all fund source information. The Fund File information must reconcile with the Budget File information in the request.

Pay Plan Adjustments

Any reclassification proposals that affect entire classifications must be submitted using the DA-25 forms. Any adjustments will be budgeted in the DBM budget and then distributed to the agencies via budget amendment at the beginning of FY 2018. See [Section 1.7.2](#) for more information.

Organizational Charts

Section 28 of the FY 2017 Budget Bill requires a one-page organizational chart for each department, unit, agency, office and institution in Microsoft Word or Adobe PDF. [See Section 1.25](#).

Summary of Accomplishments

Accompanying the budget request, each agency should submit a one-page (or less) summary of accomplishments in a Word document that could be highlighted in the presentation of the FY 2018 budget. The department/agency is to submit at least one accomplishment that is for the year just ended (FY 2016).

Reorganizations

An agency **must discuss any reorganization with the DBM budget analyst prior to submission of the budget request**, and no reorganizations may be implemented after the budget submission. Reorganizations include (a) the creation or movement of a unit that will have a budgetary impact or (b) more than 3 positions being reclassified at one time. Agencies should submit to the analyst the affected positions, existing and proposed organizational charts, necessary reclassifications, rationale for the change, policy and Managing for Results impacts, and current or long-term budgetary impacts.

The budget documents for the request should reflect any pending or approved reorganization by including actual year (2016) and appropriation year (2017) data that is consistent with the reorganization plan (i.e. analysts should be able to compare across years, even accounting for a reorganization).

Vehicle Requests

Please email all DA-2, DA-8, DA-8F, and DA-8AP forms in Excel to Kurt Stolzenbach: kurt.stolzenbach@maryland.gov and to the DBM budget analyst.

Grants

Each agency is required to provide detail on funds granted by the agency to other entities. Each grant of \$25,000 or more must be listed on a DA-23. Refer to instructions in Section 1.13.

Indirect Cost Allocation Plans

If applicable, each State agency must submit a copy of its indirect cost allocation plan currently approved by the applicable federal agency. Instructions are included in Section 1.24 that outline the specific reporting requirements for submitting the indirect cost allocation plan. The estimated figures for FY 2017 and FY 2018 should be added.

Over-the-Target Requests

Requests for funding above the target should be completed in accordance with guidance in Section 1.20 and submitted separately on the DA-21 forms **at the same time as the budget request**. DBM will not accept any over-the-target request until the electronic base budget has been submitted, and agencies should note that **DBM does not encourage the submission of over-the-target requests**. Before submitting an over-the-target request, each agency and department should consider whether there are funds that could be reallocated from within current resources to cover the request. Any request for new positions, including contractual conversions, must be submitted as an over-the-target request.

There is a limit of three items only and multiple requests should not be combined into a single item. **Over-the-target items in excess of three will not be reviewed. Over-the-target requests need to be prioritized.**

Major Information Technology Development Projects (MITDPs)

The funding for each year of a MITDP must be carefully reviewed by the agency budget staff and DBM staff. Please carefully align the budget and ITPR to reflect any changes in the scope of the MITDP - the amounts listed on the DA forms and the ITPR forms must match. Any special and federal fund sources to be used to support the project should be identified in the budget request.

Controlled Subobjects

The FY 2017 legislative appropriation amount per controlled subject will be included in the target letter from DBM. **The FY 2018 budget request must contain** exactly the same amounts by fund as the FY 2017 legislative appropriation sent with the targets (HOB0 columns 15, 36, 37, 38, 39) for the following subobjects. DBM will modify the FY 2018 budget once decisions about the items are finalized.

- 0101 = Regular Earnings*
- 0175 = Injured Worker's Insurance Fund (IWIF) premiums
- 0217 = Contractual health insurance
- 0305 = DBM paid telecommunications
- 0322 = DBM telecommunications lease
- 0697 = Maryland Environmental Service charges
- 0831 = Office of Administrative Hearings
- 0833 = eMaryland Marketplace
- 0839 = Human Resources Shared Services
- 0874 = Office of the Attorney General administrative fee
- 0875 = Retirement administrative fee
- 0876 = DoIT services allocation
- 0882 = Annapolis Data Center charges
- 0894 = Statewide Personnel System
- 0897 = Enterprise Budgeting System

***Agencies may do reclassifications, but the changes should be reflected in 0112 and NOT 0101. Note that the request for 0101 does not need to match by fund, just by total.**

Agencies for which special-funded legislative audit chargebacks were budgeted in FY 2017 should deduct the chargebacks in the FY 2018 request.

Lease Purchase Program for Equipment

If an agency's total budget request for equipment financed through the Treasurer's Lease Purchase Program is different from the amount in the Schedule of Payments, Section 1.15, please provide an itemization of additions and subtractions on a DA-2 form, clearly identifying how the request is derived. If an agency plans to finance the purchase of additional equipment, the amounts on the schedule should be increased. If an agency plans to "pre-pay" any leases, the amount should be decreased. Agencies requesting funds in FY 2018 for additional equipment lease purchases must wait until the General Assembly approves the budget before purchasing the item from the vendor. See Section 1.14 for more information.

Operating Maintenance

Requests for new or additional operating maintenance projects should be sent directly to the Assistant Secretary for the Office of Facilities Planning, Design and Construction, Department of General Services, 301 W. Preston Street, Room 140, Baltimore, MD 21201. Call (410) 767-4960 with questions. The budget submission should exclude any funding for the following items in the request year:

- Operating maintenance projects administered by the Department of General Services, and
- General-funded capital projects.

MFR Submission Requirements

The Managing for Results (MFR) process has changed significantly over the past few years. Please review the requirements in Section 4 to ensure that the MFR performance measures are accurately reflected on the DBM website.

1.3 CHECKLIST OF SUBMISSION REQUIREMENTS

(Attach to each budget submission)

This checklist should be completed and attached to the front of the budget submission. Submit one original and one copy of the budget request, including the following forms, by the submission date to Angela Miller, 45 Calvert St., Room 244, Annapolis. Forms must be at the same level of detail as the budget submission.

Agency Checklist

MFR submission documents (email to oba.mfr@maryland.gov & to analyst)	_____
Organizational Chart (email to kurt.stolzenbach@maryland.gov & to analyst)	_____
Accomplishments (email to kurt.stolzenbach@maryland.gov & to analyst)	_____
Controlled subobjects must be budgeted at FY 2017 amount, by fund (<u>see Section 1.2</u>)	_____
Realignment and reimbursable budget amendments for FY 2017 must be submitted by the budget submission deadline	_____
DA-1 Agency, Unit, Program Summaries (contractual counts must be reconciled)	_____
DA-2 Additional Justifications, Supplementary Material, or Data for Appendices in Budget Highlights book	_____
DA-2A Health Benefits	_____
DA-3A Estimate of non-General Fund expenditures Must be reconciled with totals in the budget submission	_____
Forms DA-8, DA-8AF, and DA-8AP are only for new vehicles.	
(email to Kurt Stolzenbach: kurt.stolzenbach@maryland.gov and to analyst)	
DA-8 Motor Vehicle Operation & Maintenance	_____
DA-8AF Motor Vehicle Operation & Maintenance, Alternative Fuel	_____
DA-8AP Motor Vehicle Operation & Maintenance, Add-on Packages	_____
DA-20 Statement of Non-General Fund revenue. This may be a HOB0 printout instead of the Excel Form. It must reconcile with totals in the budget submission.	_____
DA-21A Over-the-Target Request (only if necessary and not to exceed three)	_____
DA-21B Over-the-Target Request (Excel Form)	_____
DA-22 Contractual Employees (This should reconcile to DA-1.)	_____
DA-23 Schedule of Contracts/Interagency Agreements/Grants	_____
DA-24 Schedule of Real Property Leases	_____
DA-25A Pay Plan Adjustment or New Classification Request: <u>Justification</u>	_____
DA-25B Pay Plan Adjustment or New Classification Request: <u>Details</u>	_____
DA-25C Pay Plan Adjustment or New Classification Request: <u>Summary</u>	_____
DA-27 Indirect Cost Recovery and Reversion Reporting	_____
DA-28 Adjustment to Current Year Special or Federal Fund Appropriation	_____
DA-29 Statement of Dedicated Funds	_____

FY 2018 Operating Budget Submission Requirements

1.4 OPERATING BUDGET CALENDAR

Mid-April – June	<p>Budget submission requirements and budget targets developed by Office of Budget Analysis (OBA)</p> <ul style="list-style-type: none"> • OBA determines projected expenditures and revenues for the current level of service • OBA considers items, in addition to the current level of service, which might be necessary in the next fiscal year. Agencies may be asked to provide information about such items • OBA reviews data and determines budget target
End of May	Legislative appropriations finalized
June 21, 22, 23	Budget submission requirements meetings
July 1	Fiscal Digest available on DBM website
Early July	Budget targets distributed
July – August	Agencies prepare budget submissions
Aug. 29 – Sept. 30	Agency budget requests due to OBA DA-28 request forms due to OBA
October – November	Agency budget hearings
December – mid-January	<p>Governor’s Allowance created</p> <ul style="list-style-type: none"> • Decisions regarding agency budgets and statewide issues are finalized by the Governor and senior staff • OBA prepares the Governor’s Allowance budget and various complementary publications
3rd Wednesday in January, or 10 days after the 2 nd Wednesday if a newly elected Governor	<p>Introduction of the Governor’s Budget Press conference by the Governor Budget on DBM website</p>
January – early April	<p>Legislative Session & Supplemental Budget</p> <ul style="list-style-type: none"> • General Assembly holds public hearings on the Governor’s budget and recommends reductions • Agencies submit supplemental budget requests • Governor may introduce supplemental budget • General Assembly passes amended version of the Governor’s Budget • General Assembly may pass supplementary appropriation

1.4 BUDGET DEVELOPMENT GUIDANCE

The State of Maryland uses a current services budget (CSB) process. In creating the CSB target DBM begins with a base of the previous year's budget and adjusts that amount for certain known changes. When building a budget, each agency must carefully consider the target provided by DBM and determine what action is needed to submit a budget within that target. This may involve decreasing portions of the budget below the previous year's expenditure level. Please contact your assigned DBM analyst if you would like guidance for a specific type of expenditure. Agencies should include documentation with the budget request regarding assumptions made about each category of expenditure (subobject). Please refer to [Section 2.2](#) for a list of subobjects and guidance on each.

General Considerations

Some general considerations that the agency should make before beginning to build the budget include:

- Are any new facilities becoming operational and therefore increasing operating costs?
- Are there required rate changes from the federal government, service providers, or DBM?
- Are there any approved salary adjustments?
- Are there other budget drivers that should be considered?
- If the agency budget is dependent on a caseload forecast, how will that forecast change in the coming fiscal period?

Strategies

Averages: When determining the budget for some objects it may make sense to budget the average of the last three completed fiscal years. Averages should be applied to recurring expenditures that are not "controlled subobjects." (See [Section 1.2](#) for a description of controlled subobjects). Consider, for example, the travel costs of an inspection program. If the number of inspections stays the same each year, the travel costs may be relatively stable, depending upon fuel costs. Using the average of the last three years may allow for a stable funding level that changes marginally to reflect actual travel costs.

Most Recent Year Actuals: In some cases it may be more appropriate to budget the same amount as was spent in the most recently closed fiscal year. Using the most recent actual expenditures is particularly valuable if the agency recently began a new program and does not have enough data or experience to fully predict the potential expenditures. Over time, the agency should be able to better determine which budgeting strategy is appropriate.

Inflationary Factor: In some cases it makes sense to inflate the previous year's budget. In general, the State uses the Implicit Price Deflator for State and Local Expenditures. This will be an appropriate strategy for expenditures that are consumer-based, such as supplies.

Specific Commitments: In some cases, there are discrete additional charges that the agency may include for specific commitments. These are often one-time expenditures for new equipment or expenditures related to a new initiative. The agency may budget these within the target, reducing in other areas if necessary. This should include contracts that are multi-year commitments.

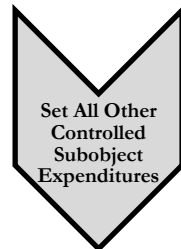
Building Blocks of the Budget



- Budget the number of employees the agency will need in order to achieve the goals of the upcoming fiscal period and set the salaries for these employees using the subobject 0101 target set by DBM. Any new positions must be submitted as an over-the-target request.
- Budget the health and pension benefits and turnover rate that relate to the positions budgeted above.
- The most important subobjects for the agency for this step are 0101, 0112, 0151, 0152, 0154, 0161, 0169, 0174, and 0189.



- Budget the number of contractual employees the agency will need in order to achieve the goals and objectives of the upcoming fiscal period and set the salaries for those contractuales. Be diligent about ending contractual positions that are no longer necessary.
- The most important subobjects for the agency for this step are 0220, 0213, 0214, 0217, and 0289.
- The State is now providing health insurance for certain contractual employees. DBM will send a target to agencies to budget for this expense.
- When budget developers build their salary and fringe budgets, they should include the following considerations:
 - Will the agency be reclassifying individual employees?
 - Will the agency be converting contractual employees to permanent employees?
 - What are the current vacancies and how many of those will be filled in the budget?



- Controlled subobjects are nondiscretionary. The amounts in the request must be exactly the same, by fund source, as those in the legislative appropriation. The agency should carefully follow the budget instructions and contact the assigned DBM budget analyst if there are any questions or concerns. These subobjects are 0101, 0175, 0305, 0322, 0697, 0831, 0833, 0874, 0875, 0876, 0882, 0894, and 0897.



- The budget should include any mandated (non-discretionary only) increases or expenditures set forth in statute as well as carry forward any required contractual expenditures and capital lease financing payments. The agency should include all of these requirements with the request. The staffing considerations for these mandated increases should be considered in the previous steps.
- Agencies should only include mandated increases where the legislature has passed a law that includes language that the “Governor shall” appropriate or include in the budget a specific expenditure amount or budget formula. These are non-discretionary. Agencies should *not* include funding as a result of new laws that do not specify an amount or provide a formula, unless they are able to include the funding within the target. Alternatively, agencies may request this funding in an over-the-target request.
- CAVEAT: The Legislature will sometimes pass laws that include an intent section with budget language. Intent language in a law is not a legal requirement and agencies should not consider these mandates. Agencies should budget these expenditures within existing funds or submit an over-the-target request.

1.5 BUDGET PROCESSING AND FORMAT

The FY 2017 Budget Bill directs all State agencies to prepare and submit budget items as detailed by statewide subobject classification, in an automated format. Any questions concerning the requirement for automated budget data should be referred to Vanessa Plante-McDonald, Office of Budget Analysis (410-260-7659 or vanessa.plante-mcdonald@maryland.gov).

1. **Electronic Format:** All budget submissions must include subobject detail and funding detail for the FY 2016 Actual expenditure, the FY 2017 Budget Book Appropriation, and the FY 2018 Request. The FY 2016, FY 2017 and FY 2018 numbers must **not** contain any commas or dollar signs, and negative numbers must be expressed with a leading minus sign. There should be no decimal points and no cents. Numbers must be rounded to the nearest whole number. *If an amount is zero, then a zero must be used rather than a blank space.*

Acceptable submissions are limited to one of the following automated formats:

- HOBO
- A data set at the Annapolis Data Center in the same format as last year
- An Excel spreadsheet that contains a record ID and three years of data for each subobject by fund

Agencies must use the following record ID layout:

<u>Record ID</u>	<u>18 characters total</u>
Appropriation Code	first 8 characters within the total 18
Object Group	next 2 characters after appropriation
Subprogram Number	next 4 characters after object group
Comptroller or Agency Subobject	last 4 characters at end of the 18 total characters

Agency or program name changes must be approved by the DBM budget analyst prior to submitting the request.

Note: Agencies are encouraged to use Column 19 in HOBO, "Agency Justification," to succinctly explain the basis for subobject requests. This will reduce "paper backup" and more easily facilitate DBM and DLS reviews.

2. **Written Material:** In addition to the automated submission requirements above, agencies must submit budget requests (including actuals and current year appropriations) on plain white paper in a neatly typed format by program, subprogram, object and subobject. If this format is chosen, the submission must include object totals by six-digit program. HOBO printouts are allowed.
3. **Budget amendments** needed to **realign** current year appropriations or **increase reimbursable fund** appropriation should be submitted to DBM as soon as possible but no later than the budget submission due date. In August, DBM will send a list of amendments that should be included in the FY 2017 working appropriation (increment, etc.) Requests for additional special or federal fund appropriation should be included in a DA-28 form, also due with the budget submission. See Section 1.6.4 for more information.

If an approved reorganization occurs, budgets must be realigned for all years in accordance with the planned revision. All current year budget amendments related to a reorganization should be

FY 2018 Operating Budget Submission Requirements

incorporated into the automated submission as part of the FY 2018 appropriation, including the creation of any Major Information Technology Development Project programs.

4. **Chart of Accounts data changes** should be submitted in hard copy and in electronic format (HOBO or Excel spreadsheet) to Vanessa Plante-McDonald as soon as possible but no later than August 15. HOBO uses the chart of accounts; therefore agencies must submit updated chart of accounts data to DBM in order for HOBO tables to be updated for the printouts. R*STARS account code structure must be used for all budget preparation, documentation, and submission.
 - An agency that uses subprograms must submit a chart of accounts that identifies the agency, program, subprogram, and subprogram name.
 - An agency that uses agency objects must submit a chart of accounts that identifies the agency object code, the meaning of the code, and corresponding Comptroller object code.
 - An agency with an approved reorganization must submit a complete chart of accounts with all agency codes, program numbers, subprograms, Comptroller/agency objects, and the corresponding names.
 - A reference table of the names of all programs and subprograms can be viewed in HOBO. In the HOBO 1.1 workspace, type:
)LOAD 31 NAMEREF and press enter. At the adrs? prompt, press the F12 key and the names of programs and subprograms will appear on the screen. If a specific program or subprogram is not listed, please contact your assigned DBM budget analyst.
5. **Hardcopy Format:** All materials submitted in the budget request are to be on the appropriate forms (see Section 3) or in the format prescribed by DBM. Any other budget request documentation shall be produced on white paper no larger than 8 ½" X 11" with three holes punched along the margin on the 11 inch side to facilitate binding the forms in standard three ring binders.
6. **Summary of Accomplishments:** Each agency should submit a one-page (or less) summary of accomplishments along with the budget request that should be highlighted in the presentation of the FY 2018 budget. The department/agency is to submit at least one accomplishment that is for the fiscal year just ended (FY 2016).

1.6 NON-GENERAL FUNDS

1.6.1 NON-HOBO USERS AND HOBO USERS

Many agencies have revenue from sources other than the General Fund (Special, Federal, Non-budgeted, Reimbursable). DBM must have information in a summary format on these funds that reconciles with the information provided in electronic format to Vanessa Plante-McDonald.

NON-HOBO USERS:

- 1) Submit the non-General Fund information on the following forms:

DA-3A	Appropriation Statement
DA-20	Detail for non-General Funds (separate forms available for Special, Federal, and Reimbursable Funds)
DA-29	Statement of Dedicated Funds (new for FY 2018)
- 2) In addition, submit an Excel file following the same structure as the HOBO fund file described in Section 1.6.2. DBM will use the Excel file to create a HOBO fund file.

HOBO USERS should follow instructions contained in the following pages for updating and loading data into HOBO. *For HOBO users who prepare the budget but not the Fund File in HOBO, follow the instructions listed for non-HOBO Users in order to provide the data needed for the Fund File.*

ADDITIONAL NOTES FOR ALL AGENCIES

- **Chapter 95 of the 2016 session (HB 120) requires DBM to publish an itemized statement of revenues collected by the State that are dedicated by law to a special fund.** Please use form DA-29 to provide the name, purpose, and source of revenue of each special fund, along with the amount deposited into the special fund in FY 2016 and the revenue balance in the special fund at the close of FY 2016.
- **In the ongoing attempt to decrease the number of budget amendments,** agencies relying on Special Fund and Federal Fund revenue should **carefully evaluate revenue and expenditure expectations** before submission of the budget request. A careful evaluation of cash flow needs will enable each agency to provide reasonable estimates of special and federal fund revenue.
- **Agencies must verify that any requested Reimbursable Fund amounts are in the budgets of agencies providing the funds.** When submitting budget requests, include copies of the appropriate signed reciprocity agreements.
- **Special Fund beginning balances listed on DA-20 forms should match figures recorded in R*STARS.** In all cases, the Beginning Balance for one year is the Ending Balance for the prior year, adjusted where necessary if there are changes not reflected in R*STARS.

NOTE: Institutions of Higher Education must provide an income listing in two forms:

- Form 1: Summary of Current Unrestricted and Restricted Funds equal to amounts expended, appropriated, or requested, in accordance with the *Financial Accounting and Reporting Manual* of the National Association of College and University Business Officers (NACUBO).
- Form 2: Revenue Analysis listing tuition, fees, and revenues generated by fiscal year. Total revenue reported usually exceeds a given year's expenditures with differences reported as fund balance.

1.6.2 HOBO FUND FILE

View Fund File Reference Table

- In the HOBO 1.1 workspace, type `)LOAD 31 FUNDREF` and press enter.
- At the `adrs?` prompt, press the F12 key and the funds sources will appear on the screen.
- Use F8 to scroll down the screen.
- Select a specific fund source by typing: `select; if 0 eqk 'xxxxxx'` where xxxxxx represents the fund source code. Example: `select; if 0 eqk '93.958'`
- *If a fund source code is not listed or a new fund source code should be added, please contact your DBM budget analyst.*

Updating the Fund File

- At the HOBO menu screen, enter 2.5.1 and press the enter key.
- Enter the 3 digit financial agency code followed by a99. Example: f10a99.
- At `adrs?` prompt, type `exp dereq` and press the enter key.
- The following screen will appear:

(0)	(14)	(16)	(17)	
ID	FY 2016 Actual	FY 2017 Budget Book Appropriation	FY 2018 Request	
f10a070 b 09g04f10	2000000	1500000	1000000	BEGINNING BALANCE
f10a070 i 09g04f10	4000000	4000000	5000000	INCOME
f10a070 t 09g04f10	0	0	0	TRANSFER TO GF
f10a070 6 09g04f10	2500000	1500000	2000000	EXPENDITURE Program 06
f10a070 7 09g04f10	2000000	3000000	3000000	EXPENDITURE Program 07

- Press the F6 key to make adjustments or enter information.
- **DO NOT CHANGE EXISTING COLUMN 0 RECORDS.** For existing records, only columns 14, 16, and 17 should be updated. If you need assistance creating a new record, contact Vanessa Plante-McDonald at DBM, 410-260-7659.

Column Information

- **Column 0** - This is the *record identifier* for the row (16 characters total), see Figure 1.
 - Characters 1 through 6: R*STARS Agency Code.
 - Characters 7 and 8:
 - 0b** to record Beginning Balance, or
 - 0i** to record Income, or
 - 0t** to record Transfer to General Fund, or
 - ##** to record annual expenditures, where ## is the program code. (The program codes in the example above are 06 and 07.)

- Characters 9 and 10:
 - 03** Special Funds
 - 55** Federal Funds associated with American Recovery and Reinvestment Act of 2009 (ARRA)
 - 05** Federal Funds (**excluding funds associated with ARRA**)
 - 07** Non-budgeted funds
 - 09** Reimbursable Funds

- Characters 11 through 16: Fund Source Code that identifies the specific revenue source (See below). These codes must be in the Fund File Reference Table (FUNDREF) file in HOBO. *If a code does not yet exist, contact your DBM budget analyst.*

- **Column 14** – *FY 2016 Actual*

If the row is the record for Beginning Balance, Gross Income or Transfer to the General Fund, enter the total amount realized as Beginning Balance, Gross Income, or Transfer to the General Fund for FY 2016.

If the row is the record for expenditures, enter the total amount of the revenue source expended in FY 2016.

- **Column 16** – *FY 2017 Budget Book Appropriation*

If the row is the record for Beginning Balance, Gross Income or Transfer to the General Fund, enter the total amount expected as Beginning Balance, Gross Income, or Transfer to the General Fund for FY 2017.

If the row is the record for expenditures, enter the total amount of the revenue source included in the FY 2017 Appropriation.

- **Column 17** – *FY 2018 Request*

If the row is the record for Beginning Balance, Gross Income or Transfer to the General Fund, enter the total amount expected as Beginning Balance, Gross Income, or Transfer to the General Fund for FY 2018.

If the row is the record for expenditures, enter the total amount of the revenue source requested to be expended in FY 2018.

The table to the right provides a quick reference for the fund file that may be useful while updating the fund file in HOBO.

FUND FILE	2.5.1
u00a010b03u00301	agency
u00a010b03u00301	unit
u00a010b03u00301	Fund
u00a010b03u00301	Fund source
u00a010b03u00301	beginning balance
u00a010i03u00301	income/revenue
u00a010t03u00301	transfer to general fund
u00a010103u00301	program
	Column
Actuals	14
Budget Book Appropriation	16
Request	17
Allowance	18

For Special Funds unique to a specific agency use the R*STARS Financial Agency Code as the first three characters, followed by a unique 3 digit code that will be in the range of 301-450. *Please refer to the Fund File Reference Table (FUNDREF) file in HOBO. If a code does not exist, contact your DBM budget analyst.*

Other Special Funds are **statewide special funds**, which are not unique to any one agency and use the following codes. Agencies planning to include statewide funds in their FY 2018 Budget Request **must confirm funding availability** with their DBM budget analyst.

swf302	Major Information Technology Development Project Fund (do not include any new, requested projects; only ongoing projects use this code)
swf305	Cigarette Restitution Fund
swf307	Dedicated Purpose Fund
swf309	Chesapeake Bay Restoration Fund
swf310	Rate Stabilization Fund
swf313	Higher Education Investment Fund
swf314	State Police Helicopter Replacement Fund
swf315	Chesapeake Bay 2010 Trust Fund
swf316	Strategic Energy Investment Fund
swf317	Maryland Emergency Medical System Operations Fund
swf318	Maryland Education Trust Fund
swf319	Universal Service Trust Fund
swf320	Speed Monitoring Systems Fund
swf321	Video Lottery Terminal Proceeds
swf322	Housing Counseling and Foreclosure Mediation Fund
swf323	Fair Campaign Finance Fund
swf324	Mortgage Loan Servicing Practices Settlement Fund
swf325	Budget Restoration Fund
swf326	Public Utility Customer Investment Fund
swf327	Contingent Fund

Federal Funds use the six-character Catalog of Federal Domestic Assistance (CFDA) number, which includes five digits plus a decimal point. *Please report any new CFDA numbers and Fund Names to your DBM budget analyst.* For Federal Funds that do not have a CFDA number, use a code in the format aa.rst where “rst” is the R*STARS Financial Agency Code (e.g., q00).

Examples: 97.072 National Explosives Detection Canine Team Program
 17.503 Occupational Safety and Health-State Program
 20.233 Border Enforcement Grants
 93.778 Medical Assistance Program

Reimbursable Funds typically use the six character R*STARS appropriation code for the agency that is the source of funds. For reimbursable activity where funding is from many agencies, for example “print shops,” the fund code will be the first three characters of your R*STARS Financial Agency Code, followed by a unique three-digit code in the range of 901-999. *Please refer to the Fund File Reference Table (FUNDREF) file in HOBO.*

Printing Reports

Report Form 3A: Appropriation Statement

- At the adrs? screen, type exp_form3a and press enter. *A select statement will appear.*
- Type if4eqk 'xxxxxxxx' with the x's being replaced by the eight character R*STARS Program Code of the agency. Press enter.

Report 20: detail for non-General Funds

- At the adrs? screen, type exp_rep20 and press enter. *A select statement will appear.*
- Type if12eqk '000000' with the zeros being replaced by the 6 digit fund source code (CFDA number or special or reimbursable fund code). Press enter.

Other if selections may be used where appropriate for either report. For example, to produce a report on all American Recovery and Reinvestment Act of 2009 funds you may use if0(9 10)eqk '55'.

Agencies must verify that the expenditure amounts in these reports are **exactly the same as the expenditure amounts reported in the budget files.**

If you have entered information containing new or revised fund source codes and titles, the report process will inform you that a fund title is missing. DBM will enter the new or revised information. **Agencies must submit a list of new and revised fund source codes and fund titles to DBM.** Codes should be *clearly* and *separately* labeled as “NEW” and/or “REVISED.”

Special Notes

- Except in unusual circumstances, **all numbers entered in columns 14, 16, and 17 should have positive values.**
- If fund file information is submitted via Excel, **whole numbers must be used, with no cents.** Please do not enter calculations in the cells or numbers with commas.
- **Ensure that there are no negative fund balances.** Balances should be displayed in DA-20 forms, and can be verified using “Report 20,” described above.
- **The totals of appropriation records by fund type must match the figures in the Budget Files.** The Report Form 3A should be used to verify totals.
- **Chapter 95 of 2016 (HB 120) requires DBM to publish an itemized statement of special funds.** Please use form DA-29 to provide the name, purpose, and source of revenue of each special fund, along with the amount deposited into the special fund in FY 2016 and the revenue balance in the special fund at the close of FY 2016.

Please contact Vanessa Plante-McDonald if you need to obtain a copy of the HOBO workspace or if you need assistance in creating the files for this workspace.

1.6.3 NON-BUDGETED FUNDS

Each agency using Non-budgeted funds must include a separate program statement providing a description of any current and proposed activity to be financed with Non-budgeted funds. All funds received from special and federal sources must be reported in the agency's operating budget request and reflected in programs summarizing the various sources.

An appropriation statement identical in format to those contained in the prior year budget book and personnel detail including salaries and fringe benefits must be prepared to support:

- Actual expenditures,
- Estimated current year expenditures, and
- Estimates for the request fiscal year.

Revenue sources should be submitted on a DA-3A (Appropriation Statement) with the term **Non-budgeted** substituted for Special. In addition, agencies should submit a DA-20 that provides the allocation of revenue and expenditures for the specific non-budgeted revenue source within the agency.

If the agency has other sources of funds (General, Federal, Special, Reimbursable) do not include the Non-budgeted funds in the overall summary of the agency's budget request.

1.6.4 ADJUSTMENTS TO CURRENT YEAR SPECIAL FUND AND FEDERAL FUND APPROPRIATION

In August, OBA will send agencies 1) a list of all the budget amendments that should be included in the FY 2017 budget book appropriation column (statewide increments, etc.) and 2) a copy of a report that shows how the amendments affect the starting balance for the working appropriation.

Any other special fund or federal fund appropriation adjustments that increase total agency FY 2017 budgeted funds must be requested through a DA-28 form no later than the budget submission deadline or October 2 (whichever occurs first), and **should NOT be included in the FY 2017 budget book appropriation in the budget request.** In determining funding adjustment requests to submit to DBM, agencies should consider the following:

- 1) Has the agency expended all of its appropriation authority and thus needs additional appropriation authority?
- 2) Does the agency have a history of underutilized special fund and/or federal fund appropriation authority? If so, can appropriation be realigned across programs instead of being increased through the budget amendment process?

Requests will be evaluated by DBM, with decisions made by early October. **Agencies should be aware that only a small number of requests will be processed as a budget amendment in the first half of the fiscal year.**

1.7 PERSONNEL BUDGETING (PINs)

1.7.1 POSITIONS (PINs)

State Personnel System (SPS) Users: New Process

The Office of Budget Analysis (OBA) has developed a new process for validating personnel information extracted from the Statewide Personnel System (SPS). This process is intended to make sure that data extracted from SPS matches the budget data and to avoid extra work later in the process.

OBA will download data from SPS on July 1, 2016 and compare that data to the FY 2017 working appropriation data. OBA will validate FTE counts and Position Identification Numbers (PINs) to ensure the following:

- FY 2017 position abolitions are reflected, including Section 20 abolitions
- New FY 2017 position data is reflected
- Salary data is complete
- FTE counts reconcile to the FY 2017 Fiscal Digest
- Location of positions are correct

OBA will add non-July increments to the FY 2017 working appropriation as appropriate.

Agency Review - SPS Users

In mid-July, OBA will provide a report to the agencies that identifies any discrepancies between SPS and the working appropriation. Agencies will have the opportunity to make edits for the following:

- Change in program/subprogram information. Please discuss with your assigned budget analyst if the changes are due to a reorganization. Note that while PINs can move for a reorganization, the grade, step, PIN and total funding amount should stay the same, with funding changes reflected in 0112.
- Change funding percentage of a position
- Change the FTE count to reflect FY 2018 abolitions ONLY

Agencies will return the updated file to OBA no later than four weeks after the date of distribution.

The salary values in the finalized salary forecast for FY 2018 should reconcile to the total funding requested in subobject 0101 in the budget file. Agencies should fund any position salary adjustments within subobject 0112. Reclassifications can be completed in FY 2017; however in 2017 this will be funded out of the agency budget and reflected in subobject 0112 for FY 2018.

NON-State Personnel System (SPS) Users

Any planned position abolitions and transfers should be included in the budget request rather than deferred for later administrative action.

Proposed reorganization and related budgetary position actions should be reflected in the request **only after prior consultation with the assigned DBM budget analyst.**

Salary values in the personnel file for FY 2018 must reconcile to the total funding requested in subobject 0101 in the budget file. Agencies must fund any position salary adjustments within subobject 0112.

File Submission

Data must be submitted via HOBOS or an approved electronic format. Any questions regarding the submission of personnel data should be directed to Vanessa Plante-McDonald, (410-260-7659).

HOBOS Data Submissions

- SPS users will already have the personnel data verified through the agency review process in July.
- Non-SPS users should update the record ID, class code, class title, FY 2017 positions and dollars, FY 2018 positions and dollars, and/or fund percent changes as necessary.
- Insert a “flag” in Column 19 to identify data changes. This “flag” can be any character the agency chooses.
- Changes to FTE counts must be reflected by use of the following codes in the listed columns:
 - **ra** - requested abolition (column 22),
 - **ptft or ftpt** (part-time to full-time or full-time to part-time) for a change in an FTE count (column 19),
 - **rtf** - requested transfer from (column 22),
 - **rtt** - requested transfer to for a fiscal year transfer of a position (column 22).
Use **rtt** and **rtf** only if it has been submitted and approved in Workday.
- The percent of employment for positions is shown by the decimal equivalent (50% should be shown as .50).
- **Any text entry should be left-justified.**

FY 2016 Salary Data

Actual amounts expended for regular earnings (subobject 0101) are available by **program and class code**. DBM will combine the data from Central Payroll with the position control files as of June 30, and have the actual year data necessary to print the personnel detail in the budget books. R*STARS adjustments are not reflected, and merging of salaries for a position that was reclassified **are not** reflected. (For example: an Office Secretary II became an Office Secretary III and the two salaries need to be merged with the position record.)

FY 2017 and FY 2018 Data

Personnel file should be modified to include:

For FY 2017:

- position abolitions,
- reorganizations approved in FY 2017 **ONLY IF APPROVED BY DBM**

Agencies submitting multiple budgets should not reflect changes that impact budgets already submitted unless the corresponding action in the submitted budget was reflected at the time of submission.

For FY 2018:

- budget request abolitions or transfers, and
- DBM will add requested new positions above the target if approved.

ALL new positions must be submitted as an over-the-target request on a DA-21A and B

Salaries To Be Used by All Agencies for FY 2018 Budget

Refer to Sections 2.14-2.26 for salary rates.

- The salary schedule effective July 1, 2017 will be the basis for budgeting FY 2018 salaries.
- The FY 2017 salaries must reflect salaries as of January 1, 2016, which incorporate
 - any approved FY 2017 Annual Salary Review adjustments (as of July 1, 2016),
 - FY 2017 increment increases,
 - Salary adjustments related to State Law Enforcement Officers Alliance Bargaining provisions, and
 - only reclassifications that have been submitted and approved in Workday.
- No additional funds should be budgeted for any FY 2018 Collective Bargaining Agreement Adjustments. The Department of Budget and Management will include any adjustments that may result from FY 2018 collective bargaining negotiations (Fall 2016), including an FY 2018 COLA or step increases. *Agencies with non-general funded positions should anticipate the possibility of an FY 2018 COLA and/or increment increase, and should estimate the effect this increase will have on available balances of special and federal fund sources. Historically, annual COLA increases are 2% to 3%.*
- Agencies must submit requests in Workday in a timely manner, allowing time for processing by OPSB and OBA.

New Position Requests

All new positions must be submitted as an over-the-target request on a DA-21A and B. New position requests, even if to be covered within the target, are no longer to be submitted by agencies within the personnel file, nor should the funding for those PINs be included in the standard personnel subobjects (0101 and fringes).

Every effort should be made to meet agency needs within the existing workforce before requesting new positions. **ALL** new position requests, including contractual conversions, must be requested as over-the-target items. The over-the-target requests must be limited to demands from major workload growth already in effect, new facilities already approved, new mandates, program transfers that cannot be met by reallocations, and federal contracts and grants.

Any new position, if approved, will be entered into HOB0 by the OBA analyst in December.

In detail submitted as part of the over-the-target request, include the number of positions (decimal equivalent), title, class code, annual salary, and justification. New positions, other than contractual conversions, are to be requested at the base salary even though recruitment for the position may be planned at a higher step. Contractual conversions should be budgeted no greater than one step above the grade/step of the current contract.

All of the following conditions must be met for new position requests to be given consideration:

- There is a justified need for and a benefit from the new position (quantifiable workload).
- The work cannot be absorbed by existing staff, performed by student help, patient/inmate labor, or positions reallocated from other areas (program discontinuations or excessive vacancies).
- The function is expected to be needed for at least three fiscal years.
- The need is for a full-time employee at least 40 weeks during the year.
- The funding for the position (federal/private/local government grant program or student government fees) is reasonably expected to be available for more than three years.
- **The budgeted turnover rate for the agency does not exceed 5.9%.**

Contractual Conversions

Agencies may request contractual conversions as an item above the target and only as part of an overall staffing plan that eventually significantly reduces the total number of authorized PINs and contractual FTEs. New positions may be requested to replace contractual employees (Comptroller Object 0220) only when **all** of the following conditions are met:

- There is a justified need for an employee.
- The employee is not student help, patient labor, or an inmate.
- The function is expected to be needed for at least three fiscal years.
- The need is for a full-time employee, or at least 32 hours a week, for 40 weeks during the year.
- The funding for the position (federal/private/local government grant program or student government fees) is reasonably expected to be available for more than three years.
- The contract position and funding were approved in the FY 2017 legislative appropriation.
- Funding for the conversion **is included in object 01 in the general fund target and there is a corresponding reduction in contractual services (object 02)**. The amount for a new position must include health insurance (0152), retiree health insurance (0154), FICA (0151), retirement (0161, 0163, 0165, 0168, 0169), unemployment compensation (0174), and turnover (0189). Do not include any amount for workers' compensation (0175).
- Agencies should give priority for contractual conversions to existing workers who have been working in a contractual capacity for at least two years.

1.7.2 PAY PLAN ADJUSTMENTS AND NEW CLASSIFICATIONS

Agency requests for pay plan and salary adjustments to existing classifications and for the creation of new classifications must be submitted as part of the FY 2018 budget request. Agency requests for pay plan adjustments outside the budget process will be considered only in order to address an immediate necessity that, if not addressed, will significantly impede the agency from achieving its mission, goals, and objectives.

Agencies must complete DA-25A, DA-25B, and DA-25C forms (see [Section 3](#)) when requesting a salary adjustment to one or more job classifications or the creation of one or more classifications in FY 2018. If salary adjustments are approved, DBM will include related funding in the DBM budget.

DA-25A Form – WORD Document: This form is used to provide sufficient supporting justification for the request by addressing the following items:

1. Why are the pay plan adjustments or new classifications necessary? Why is this job series critical to the agency or program goals and objectives? The explanation should outline how the current or proposed salary structures will impact the outcomes for the program and/or agency (list the specific Managing for Results goal, objective, and measures).
2. List any alternatives to address the issues that would not require the establishment of a new classification series or salary adjustment. List steps that have been taken to address recruitment and retention issues with existing resources.
3. List the impact of this proposal on other classifications used by the agency.
4. Provide any additional documentation that supports this request.

DA-25B Form – EXCEL Document: This form is used by agencies to outline specific positions and costs associated with the request. The following information is required:

1. List **current** grade, step, and salary by PIN to be impacted by the pay plan adjustment.
2. List **proposed** grade, step, and salary by PIN to be impacted by the pay plan adjustment.
3. Outline the fringe benefit costs associated with the proposed pay plan adjustment.

DA-25C Form – EXCEL Document: This form is used to summarize costs by program and fund for the agency.

Requests must be submitted **in priority order** to Kurt Stolzenbach at the Department of Budget and Management: kurtstolzenbach@maryland.gov, copying your budget analyst at OBA. It is not necessary for agencies to submit duplicate requests to the Office of Personnel Services and Benefits (OPSB). The Office of Budget Analysis works closely with OPSB.

1.7.3 FRINGE BENEFITS

Regular Payroll: All regular payroll and fringe benefits must be requested in Object 01 - Salaries and Wages.

Miscellaneous Adjustments (Comptroller Object 0110): This object is for salary adjustments that are not categorized in any of the specific Object 01 Salaries and Wages Comptroller Objects.

Accrued Leave Payout (Comptroller Object 0111): This object is used for accrued leave payout for long-term employees who leave State service. Agencies should use this Comptroller Object to account for accrued leave payouts for the FY 2017 budget book appropriation and the FY 2018 budget request. Actual expenditures for FY 2016 will be included in 0101, Salary Payments.

Please adhere to OMB Circular A-87, Title 2 of Code of Federal Regulations, when budgeting for accrued leave payouts related to federal funded positions. Some portions of leave/severance payments cannot be charged directly to federal programs because such charges violate this regulation. The pertinent sections of the regulation are copied below.

Appendix B to Part 225, 8.d.:

(2) The cost of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, sick leave, holidays, court leave, military leave, and other similar benefits, are allowable if: (a) they are provided under established written leave policies; (b) the costs are equitably allocated to all related activities, including Federal awards; and, (c) the accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the governmental unit.

(3) When a governmental unit uses the cash basis of accounting, the cost of leave is recognized in the period that the leave is taken and paid for. Payments for unused leave when an employee retires or terminates employment are allowable in the year of payment provided they are allocated as a general administrative expense to all activities of the governmental unit or component.

(4) The accrual basis may be only used for those types of leave for which a liability as defined by Generally Accepted Accounting Principles (GAAP) exists when the leave is earned. When a governmental unit uses the accrual basis of accounting, in accordance with GAAP, allowable leave costs are the lesser of the amount accrued or funded.

http://www.whitehouse.gov/sites/default/files/omb/assets/omb/fedreg/2005/083105_a87.pdf

Reclassification (Comptroller Object 0112): This is used for reclassifications and/or for funding a position(s) above the base salary reflected in the personnel file. Agencies should account for reclassification costs for FY 2017 and FY 2018 (actual expenditures will appear as salary payments) within the FY 2018 budget request. Please use a DA-2 form to justify the request.

FICA Contributions (Comptroller Object 0151): The following calculations are provided for non-HOBO users. The calculations are already included in the HOBO file.

FY 2018 Operating Budget Submission Requirements

FICA is calculated as follows:

- (1) Add the amounts in subobjects 0101, 0102, 0104, 0105, 0110, 0111, and 0112 for each position.
- (2) If the sum of the above subobjects for one position is equal to or less than \$126,330, multiply the sum by .0728. The result is the amount for 0151 for one position.
- (3) If the sum of the subobjects exceeds \$126,330:
 - (a) Multiply \$126,330 by .0728.
 - (b) Multiply the difference between the annual salary and \$126,330 by .0145.
 - (c) Add the result of these calculations to get the total 0151 for one position.

The rate and ceiling used for regular payroll employees reflect an adjustment for the non-taxability of certain employee-paid health insurance and "spending account" items.

Employee Health Insurance (Comptroller Object 0152): Agencies should budget for a 0% 0152 increase. Accordingly, the cost per employee to be charged to the agency accounts by the Central Payroll Bureau, shall be calculated using the following formula (See DA-2A):

Actual Cost for subobject 0152 as reflected on Payroll Register as of 7/7/2016	÷	Eligible Employees on Payroll	X	24.07	X	1.00
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Non-budgeted agencies should use this same calculation.

In unusual circumstances (e.g., higher education institutions) the 7/7/2016 payroll register may not be used. Please contact your DBM budget analyst for assistance concerning the appropriate payroll register date to use if there is an unusual circumstance that precludes using the pay period ending 7/7/2016.

For the formula above, and all budget request forms, the following definitions apply:

- **Eligible employees on payroll** – This number should be equal to the number of checks issued for a pay period to regular staff employed at a level of 50% or greater. This count does not include temporary employees (TEs), zero pays, and/or vacant positions.
- **Authorized positions of 0.5 or greater requested in budget** - The total number of PINs requested at an authorized level of 50% or greater where each PIN of 50% or greater is counted as one. Do not use a full-time-equivalent total.

Retiree Health Insurance (Comptroller Object 0154): Agencies should budget for a 58% 0154 rate. The calculation for retiree health insurance charged to agency accounts by the Central Payroll Bureau is below (See DA-2A):

Amount requested in subobject 0152 (employee health insurance)	X	58.00%
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Note: Retiree health insurance amounts paid directly to vendors by the agency are to be requested in R*STARS Comptroller Object 0153 and shall be calculated in accordance with each contractual agreement in effect. The terms of the agreement are to be specifically provided on a Form DA-2 along with the calculation used to arrive at the per-employee cost.

FY 2018 Operating Budget Submission Requirements

A completed Form DA-2A (Budget Estimate) is to be included as part of the budget request for R*STARS Comptroller Object 0152 and 0154. (See DA-2A form) Please be sure to include the percentage distribution of fund types (General, Special, Federal, Reimbursable).

Pay for Performance Bonuses (Comptroller Object 0156): Do not budget in FY 2018.

Other Post-Employment Benefits (Comptroller Object 0157): Do not budget in FY 2018.

Retirement/Pension Systems: The amounts requested for retirement and pensions are to be calculated as follows:

Request amount of subobject 0101 **X** Percentage listed in Standard Rates and Schedules
(Section 2.2) for the specific retirement program as
listed below

<u>SUBJECT</u>	<u>SUBJECT TITLE</u>
0161	Employee, Correctional Officer, and Legislative Retirement Systems
0163	Teachers' Retirement System
0165	State Police Retirement System
0166	Judges' Pension System (including Magistrates)
0167	Mass Transit Administration Pension System
0168	Optional Retirement/Pension System (TIAA)
0169	Natural Resources Law Enforcement Officer Pension System
0170	Other Retirement Systems
0171	Other Pension Systems

Note: Comptroller Objects 0162 and 0164 are not to be used for requesting retirement and pension allowances.

Deferred Compensation (Comptroller Object 0172): Do not budget in FY 2018.

Unemployment Compensation Insurance (Comptroller Object 0174): Amounts relating to the regular payroll shall be computed by:

Amount requested for Comptroller Object 0101 **X** Rate in Standard Rates and Schedules (Sec. 2.2)

Workers' Compensation Premiums (Comptroller Object 0175): Use the same General Fund and Non-General Fund amounts in the FY 2018 request as in the FY 2017 legislative appropriation. DBM will adjust this subobject after the FY 2018 budget submission. **This is the case even if you have information that the amount will be lower in FY 2018.**

Turnover (Comptroller Object 0189):

Turnover on existing positions should be set at “reasonable” levels that reflect normal resignation/recruitment activity at the program level. The turnover rate used for a subprogram (or program if subprograms are not used) must be reported in column 19 of the HOBO budget file and/or on a DA-2 (Budget Estimate). **Turnover should not be used as a “plug” figure to meet the GENERAL FUND target.**

FY 2018 Operating Budget Submission Requirements

- Turnover on existing positions should normally not exceed 4%, nor be less than 2%.
- Turnover for contractual conversions should be set at the levels used for existing permanent positions.
- New position turnover should generally equal **25%** to reflect the time that it commonly takes to establish and fill the position.

Turnover should be computed using the sum of the following Comptroller Objects:

- Regular Earnings (Comptroller Object 0101)
- Social Security Contributions (Comptroller Object 0151)
- All applicable retirement/pension systems (Comptroller Objects 0161-0171)
- Unemployment Insurance (Comptroller Object 0174)

HEALTH INSURANCE (0152) AND STATE SUBSIDY FOR RETIREES' HEALTH INSURANCE (0154) ARE NOT INCLUDED IN THE TURNOVER CALCULATION.

The following example should be used if turnover for new positions is combined with turnover on existing positions. The different rates and the amounts that apply should be reported.

\$335,623 (salary and fringes on current positions) **X** **3%** for **current positions** = \$10,069

added to

\$31,323 (salary and fringes of new positions) **X** **25%** for **new positions** = \$7,831

EQUALS TURNOVER OF \$17,900

The turnover amount should be entered as a negative amount in Comptroller Object 0189.

Other Fringe Benefit Costs (Comptroller Object 0199): Use for fringe benefit costs that are not categorized within any of the specific Object 01, Salaries and Wages, Comptroller Objects. Agency should include supporting justification for such a request (HOB0 Column 19 or DA-2 form).

For information regarding benefits for Contractual Employees, please see Section 1.8.

All fringe benefits rates are listed in Section 2.2.

1.8 CONTRACTUAL EMPLOYEE BUDGETING (Object 02)

Contractual positions (State Personnel and Pensions §13-101) are workers having an employee-employer relationship with the State, but they are hired for a specific project or time period. **A justification for each contractual position is required, using the DA-22 form.**

Agencies should take a “zero-based” approach to budgeting contractual positions. Any position that can be eliminated should not be renewed in FY 2017 (reductions can be initiated in FY 2017) and should not be funded in FY 2018.

The total of full-time equivalent (FTE) contractual positions for each budgetary program should be submitted on the DA-1 form. Agencies that use HOBO must enter the contractual FTE counts in columns 207, 208, and 209 that correspond with the dollars in Comptroller Object 0220 in columns 14, 16 and 17. See below for example.

Columns:	7	14	16	17	207	208	209
Column headers:	Compt. Object	Expen. FY16	Approp. FY17	Request FY18	Contract. FY16	Contract. FY17	Contract. FY18
Amounts:	0220	70000	52500	35000	2.00	1.50	1.00

For the purpose of this count, one FTE equals 2,080 work hours per year.

Higher education institutions that pay contractual employees with additional assistance funds (Comptroller Object 0102) should put the FTE counts in HOBO columns 207, 208, and 209 on the row for Comptroller Object 0220.

Special Payments Payroll (Object 02): Budget the salary for contractual positions in Comptroller Object 0220.

Note that additional funding will **not** be provided via target adjustment to allow increases to contractual salaries similar to those provided to regular positions due to collective bargaining agreements. If agencies choose to adjust contractual salaries that is their prerogative, but funding must be found within the budget target.

Social Security or FICA (Comptroller Object 0213): The following calculations are provided for non-HOBO users. The calculations are already built into the HOBO file. The rate and ceiling used for Comptroller Object 0213 are different from those used for Comptroller Object 0151 because contractual employees do not participate in flexible spending accounts.

Each contractual annual salary (Comptroller Object 0220) equal to or less than \$120,283 is multiplied by 0.0765. The result is the amount for FICA (0213) for that position.

FICA for each contractual annual salary greater than \$120,283 is calculated as follows:

- (1) Multiply \$120,283 by 0.0765.
- (2) Multiply the difference between the annual salary and \$120,283 by 0.0145.
- (3) Add result of first two calculations to get the total 0213 amount per position.

Unemployment Compensation Insurance (Comptroller Object 0214): Multiply amount in Comptroller Object 0220 by the rate in the Standard Rates and Schedules, Section 2.2.

Contractual Health Insurance (Comptroller Object 0217)

Refer to the contractual billing table emailed to agencies in July for DBM's FY 2018 budget target for subobject 0217 per agency.

Turnover (Comptroller Object 0289): Contractual turnover should be computed on the sum of Comptroller Objects 0220, 0213, and 0214 for each subprogram (or program if subprograms are not used) and entered as a negative amount in a record for Comptroller Object 0289. In FY 2018, each agency should budget contractual turnover based on the agency's turnover rate for permanent positions **plus an additional 4.23% to account for a "reasonable" vacancy rate for the 11 annual holidays that contractual employees will not receive compensation for in FY 2018.** For example, if the vacancy rate for permanent positions in a given program is zero, 4.23% should be the turnover rate, since the employees will not receive compensation for the 12 holidays. If the vacancy rate for permanent positions is 5%, the total turnover will be 9.23%. The turnover rate used for a subprogram (or program if subprograms are not used) must be reported in column 19 of the HOBO budget file and/or on a DA-2 form.

All agencies, except higher education institutions, should report supporting detail on the DA-22 form. Higher education institutions should report supporting FTE and salary detail per employee category in accordance with the assigned DBM budget analyst's instructions.

DA-22 Contractual Employees: This form is used to report all contractual employment for FY 2016 and FY 2017, and identify contractual positions or contractual conversions requested in FY 2018. The totals for the Actual, Appropriation and Request years on the DA-22 form should equal the budgetary amounts for Comptroller Object 0220 for each subprogram for both dollars and FTEs for each year.

Subprogram Column: Data supporting contractual employment should be completed at the subprogram level of detail.

Classification of Employment: Multiple contractual positions with the same classification in each subprogram may be listed together and shown as a full-time equivalent for the year. For example: 4.25 could represent 17 interpreters who each work on average 3 months per year.

Actual, Current Appropriation, Spending Plan, and Request Years: Unusual contracts involving an employer-employee relationship between a contractor and the contracting State agency may be consolidated into a single line on this form. This single line must contain a total FTE count for the contracts in this category and the dollar amounts entered in the appropriate columns for the appropriate fiscal years. Types of unusual contracts include:

- Policy exemptions such as students, patients, inmates, direct emergency services, School for the Deaf direct student services, college faculty, on-duty physicians, Board of Public Works, Governor's Office, and intermittent unemployment insurance claims;
- Contracts in the Legislative and Judicial branches of government; and
- Exemptions based on State law.

FY 2016 Actual: Reconcile to the FY 2016 actual column of the budget file (HOBO column 14).

FY 2017 Appropriation: Reconcile to the FY 2017 appropriation column (HOBO column 16) of the budget file. This column should be consistent with the FY 2017 legislative appropriation *plus approved FY 2017 budget amendments*.

FY 2017 Spending Plan: Reflect the contractual employee FTE and amount for existing levels *or planned staffing levels and funding above the current appropriation*. This "Spending Plan" column may differ from the appropriation to the extent the agency has added or eliminated contractual positions on its own authority.

FY 2018 Request: Reconcile to the FY 2018 request column (HOBO column 17) of the budget file. The FTE column should be consistent with the FY 2017 appropriation column adjusted to reflect the addition or deletion of contractual employees. Each of the request year fields should contain zeros if the contractual position is not being requested or is being requested for conversion to a permanent budgeted position.

FTE: Full-time equivalent position. If the position is full-time, indicate "1.00." Otherwise, indicate the percentage (to the nearest hundredth) of position used for each year. A total should be provided for this column. For agencies that budget through HOBO, these totals should equal the quantities entered for Comptroller Object 0220 in columns 207, 208, and 209.

Amount: Record each year's total salary for the contractual position, excluding Social Security or other fringe benefits.

Fund: This column should record one of the following codes for the fund type financing the compensation of the contractual position each year (01 General Funds, 03 Special Funds, 05 Federal Funds, 55 Federal Funds for the American Recovery and Reinvestment Act of 2009, 07 Non-Budgeted Funds, and 09 Reimbursable Funds). Indicate the relevant percentages when funding is mixed among fund types.

Renewal Date: This date identifies when the position will be renewed during the FY 2017 budget year. This highlights the opportunity to make a decision NOT to renew in FY 2017, resulting in savings in FY 2018.

Justification/Description: Enter a brief description of the need for a contractual position. If additional justification is required, use a DA-2 form with a reference note in this column.

All contractual conversions should be requested as Over-The-Target (OTT) Requests, even if sufficient funding exists to fund the conversions within the target. Do not include contractual conversions in the budget request or in the personnel file.

A contractual position and funding must be included in the FY 2017 legislative appropriation to be considered a contractual conversion. The OTT request for Object 01 FTEs should not exceed the amount of FTEs reduced in Object 02.

1.9 COMMUNICATIONS (Object 03)

Telephone (0302), Telecommunications (0303), and Misc. Communications Charges (0304)

Comptroller Objects 0302, 0303, and 0304 include projected communication costs that will be billed directly by vendors to an agency. Agencies responsible for their own PBX or Centrex bills should budget the actual usage portion of PBX and Centrex service, including local and long distance. All agencies must ensure that they have sufficient funds to cover 12 months of charges.

DBM Paid Telecommunications (0305)

Telecommunications costs for services centrally managed by the Department of Information Technology (DoIT) should be identified in Comptroller Object 0305. **Agencies should request FY 2017 funding equal to the FY 2017 legislative appropriation by fund for 0305, as listed in HOBO columns 15, 36, 37, 38, and 39. The amount in 0305 is restricted and cannot be used in another subobject without the approval of the DBM Director of the Office of Budget Analysis.** DoIT will develop FY 2018 estimated costs for each service including:

- Contract management and administration,
- Statewide Enterprise Networks (Wireless Network and FMIS),
- Network Maryland,
- Private Branch Exchange (PBX), and
- Multi Service Centers (MSC) telecommunications costs.

The budget request should detail any factors that may cause telecommunication charges to increase or decrease significantly. Agencies should advise Russell Mueller (contact information below) of all details. These factors will be reviewed for any impact to budget projections. DBM, in cooperation with the DoIT Division of Telecommunications, will make a final determination of the agency budget requirements for Comptroller Object 0305.

Cell Phone Expenditures (0306)

Costs for cellular phones, personal data assistants (PDAs) and tablets must be submitted on a DA-2 form using Comptroller Object 0306. Agencies must identify, by fund and by program, the number of cell phones and other mobile devices, the type of pricing plan and monthly cost associated with the pricing plan for each cell phone used by agency personnel to conduct State business.

Telecommunications Capital Leases (0322)

An agency's portion of lease payments for PBX and MSC related equipment previously financed or anticipated to be financed in FY 2018 via the State Treasurer's Office Master Lease-Finance Program should be budgeted in subobject 0322. **All agencies should request FY 2018 funding equal to the FY 2017 legislative appropriation by fund for Comptroller Object 0322. The amount in 0322 is restricted and cannot be used in another subobject without the approval of the DBM Director of the Office of Budget Analysis.** DBM and DoIT will make a final determination of the agency budget requirements for Comptroller Object 0322.

For further guidance or information related to Telecommunications budget projections, contact: Russell Mueller, at the Department of Information Technology, 410-260-7553 or Russell.mueller@maryland.gov.

1.10 FUEL AND UTILITIES (Object 06)

Calculations for fuel and utilities may reflect a historically-based usage projection multiplied by a rate or an FY 2016 actual adjusted by an inflation rate. The methodology used to calculate Fuel and Utilities requests should be explained in Column 19 of the HOB0 budget file and on a DA-2 form. Include in the calculation any needed adjustments related to space utilization.

Inventory of Buildings: Agencies should use form DA-2 to create an inventory of buildings for inclusion in the FY 2018 budget request. The inventory should report the square footage of each building served by the fuel and utilities included in the budget request. The following is an example of the information that should be presented:

<u>Continuously Maintained Areas (square feet)</u>	<u>Actual</u>	<u>Appropriation</u>	<u>Request</u>
Administration Building	2,500	2,500	2,500
Dormitory Building	3,000	3,000	3,000
Total Continuously Maintained Areas	5,500	5,500	5,500
<u>New Areas (Add):</u>			
School Building (Open Jan. 2016)	450 ¹	900	900
<u>Discontinued Areas (Subtract):</u>			
Recreation Hall (Close June 2017)	700	700	0
Gross Areas Maintained, as adjusted	5,250	5,700	6,400 ²
Square footage change from Actual Year to Request Year = 21.9%			

¹Square footage adjusted to reflect half year's operation (900 sq.ft./2).

²Central boiler to be replaced July 2016; savings on oil estimated to be 8%.

Fuel – Natural Gas/Propane (0606): Agencies that use natural gas procured by the Department of General Services (DGS) should request FY 2018 funding of 21% over FY 2016 actual expenditures.

Utilities – Electricity (0620): Agencies consuming electricity procured by DGS should request FY 2018 funding of 5% over the FY 2016 actual expenditures. *No State agency may purchase electricity in the State's competitive electric utility market until DGS and the Maryland Energy Administration ensure that purchase is consistent with the State's strategy.*

MES Charges (0697): If water, sewage or facility operation services are provided by the Maryland Environmental Service (MES), use Comptroller Object 0697. Agencies should request FY 2018 funding equal to the FY 2017 appropriation by fund for 0697. DBM will update the figures for FY 2018 as needed. Agencies should inform the DBM analyst of any fund split changes in 0697.

Loan Repayment - Energy Conservation Project/State Agency Loan Program (0698): Agencies should request funding in the amount required in their Energy Performance Contract (EPC) or State Agency Loan Program (SALP) contract, **as detailed in the schedule found in Section 2.8**. The schedule lists charges known as of June 2016. Strategic Energy Investment Fund (SEIF) (swf316) funds may not be requested for 0698 except as detailed in the schedule. If an agency plans to initiate a new EPC and/or SALP loan, the amounts on the schedule should be increased. Please provide an itemization of additions and subtractions on a DA-2 form, clearly identifying how the request is derived and why it differs from the schedule. Questions should be directed to Shane Spencer at shane.spencer@maryland.gov.

1.11 MOTOR VEHICLE OPERATIONS AND MAINTENANCE (Object 07)

The budget process is the most appropriate method for requesting vehicles. Agencies are expected to include complete FY 2018 vehicle needs within the FY 2018 budget request.

Each agency should carefully consider the use of its motor vehicle fleet in terms of annual mileage and consistent use before submitting requests for replacement or additional vehicles. This fleet review should include an effort to downsize the fleet, especially for vehicles assigned to headquarters staff. Fleet analysis must include a review of field staff vehicle usage. From a cost savings standpoint, field staff currently traveling in private vehicles that generate excessively high mileage (10,000 miles annually), and consequently high privately owned vehicle (POV) reimbursements, are strong candidates for State motor vehicle assignments.

Replacement Vehicles

An agency should determine whether all the vehicles in its fleet are essential to program operations. A concerted effort to downsize fleets will assist the overall budget process. All replacement vehicles will be budgeted and requisitioned by size and type. A vehicle may be considered for replacement if its mileage will exceed 100,000 miles by March 2018. *However, 100,000 miles is only an indicator that the potential exists to replace a vehicle; it is not the benchmark used for approval.* DBM will review each vehicle request on a case-by-case basis. Requests to replace vehicles with lower mileage must be justified in writing.

Additional Vehicles

Additional vehicles should be requested only if:

- No existing vehicle can be reassigned to fill the need.
- The vehicle will be driven at least 10,000 miles per year.
- There is a cost savings (provide written justification).

Sport Utility Vehicles – Does not apply to law enforcement agencies.

Agencies are required to include justification for each replacement and additional SUV request, using DBM's Fleet Administration Unit (FAU) criteria:

- Description of the primary purpose or use of the vehicle and the frequency of its use. *Inclement weather is not a valid justification.*
- Detailed explanation why existing agency SUV fleet cannot be realigned to meet the need.
- Detailed explanation proving that purchasing a smaller or alternative type of vehicle with options does not meet the needs of the agency.
- Detailed explanation demonstrating that the vehicle will be operated off-road more than 20% of the year.

Pricing

The price list for vehicles using regular and alternative fuel is located in Section 2.5. The price list provides estimated purchase prices to replace different types of vehicles. The prices must be adjusted by the estimated trade-in value of each vehicle, listed in Section 2.6. Justification for any deviation in price and trade-in value from those provided in this table must be detailed on a DA-2 form. Use the net cost (after deduction of any applicable trade-in value) on the DA-8 form.

Commute Charges (0789)

DBM-FAU has established a commute charge policy based on the actual miles traveled for a one-day round trip commute as opposed to a zone charge. The **FY 2018 Commute Deduction Chart (Section 2.7)** outlines the cost per round trip for sedans and light trucks and vans (LTVs). Agencies should multiply the round trip rate by the number of payrolls for each eligible commuter to calculate the FY 2018 budget request at a subprogram or program total level. *Please note that the actual FY 2018 schedule to be used will be developed near the beginning of FY 2018 and may be different than the chart in these instructions.*

Vehicle Operating Costs (0702 - Gas and Oil and 0703 - Maintenance and Repairs)

The total vehicle estimated mileage for the request year is no longer required within the DA-8 form because it is available in FleetMaster. *This does not exempt the need for justification for Gas and Oil and Maintenance and Repair.* The justification should be presented in either Column 19 of HOB0 or on a DA-2 form using one of the following calculation options:

- Rate per mile (see Section 2.2 - Standard Rates and Schedules)
- Actual expenditures plus a reasonable inflation assumption

Forms to be included in FY 2018 Budget for new and replacement vehicles only:

DA-2 Form to provide justification and/or itemization of requested items.
(Budget Detail)

DA-8
(Motor Vehicle Operation and Maintenance)
Each agency must complete a DA-8 form for each subprogram that includes replacement or additional vehicles. Use the headings: Vehicles To Be Replaced in FY 2018 or Additional Vehicles in FY 2018. List vehicles in vehicle identification number (VIN) or serial number sequence. Provide the subtotal for each page on the first subtotal line. If there are multiple pages for one particular type of vehicle, complete the second subtotal line. At the completion of a subprogram listing, provide the subprogram total on the final line. *All new and replacement sedans, if approved, will be the Type 1-Standard State Sedan unless adequate justification is provided for a different type of vehicle.*

Also include the following information in the notes section:

- Special circumstances, explanation of why low-mileage replacement vehicles should be considered for approval (damage beyond economical repair, extraordinary maintenance costs, etc).
- Reasons that vehicles are being replaced with a different vehicle type.

DA-8AF
(Alternative Fuel Vehicles)
This form was created for requests involving alternative fuel vehicles. Please organize requests by **specific alternative fuel type**.

DA-8AP
(Add-on Packages)
Agencies that apply “add-on” characteristics (MDOT and DNR) to vehicles must use the DA-8AP form, which provides space for an accurate description of these characteristics.

PLEASE EMAIL ALL DA-2, DA-8, DA-8AF, and DA-8AP FORMS IN EXCEL FORMAT to Kurt Stolzenbach: kurt.stolzenbach@maryland.gov and to your assigned DBM budget analyst.

Vehicle requests made during FY 2018 are discouraged, and consideration of such requests will be limited. If an agency determines that an unscheduled vehicle replacement is needed during FY 2018, the agency will be expected to substitute the vehicle replacement with a scheduled FY 2018 replacement. Out-of-schedule vehicle requests due to “new” programs and federal funding must be submitted as a deficiency request for FY 2018.

Any unscheduled vehicle requisitions must be justified in the FMIS Notepad prepared by the agency.

Examples of justifications might be:

- Why and how the purchase of the vehicle will save the State money,
- An accident damaged the vehicle beyond reasonable cost to repair,
- Excessive repairs to a vehicle will be more expensive than purchasing a new vehicle, or
- Recent receipt by the agency of new grant funds (Special, Federal, Reimbursable).

Additional Information

If you have any questions pertaining to budgeting for vehicle operations and maintenance, please contact the assigned DBM budget analyst or Larry Williams, DBM Fleet Administration Unit, (410) 260-7195, larry.williams@maryland.gov

1.12 CONTRACTUAL SERVICES (Object 08)

Interagency Agreements

All interagency agreements of \$25,000 or more must be reported on a DA-23 form. Agencies must use Comptroller Object 0885, "In-State Services – Other," to budget expenditures related to interagency agreements. This object may be used for agreements with local government entities also.

Agreements between a State agency and a public institution of higher education

Section 29 of the FY 2017 Budget Bill requires State agencies and public institutions of higher education to report to DBM by August 1, 2016 on any FY 2016 interagency agreements between them **in which total expenditures may exceed \$100,000**. Section 29 also requires DBM to review any higher education agreements **in which total expenditures may exceed \$500,000**. Agencies may not enter into any FY 2017 higher education interagency agreements **without prior approval from DBM**.

For additional information, please refer to the reporting requirements on the DBM website, <http://dbm.maryland.gov/proc-contracts/Pages/InteragencyAgreementReporting.aspx>

Contracts

Form DA-23 is required for each program or subprogram with budgeted contracts. Where contracts are funded in various subprograms, there should be an entry for each funding component of the contract as well as for the total for each contract.

- Each contract greater than \$25,000 must be listed separately.
- Contracts less than \$25,000 must be included on one line (not listed separately) for each subprogram.
- Agencies should provide a subtotal of actual, appropriation, and request amounts at the subobject level of detail for each subprogram.

The components of complex "lump sum" line-item requests should be detailed and justified, preferably on a DA-2, with rates and units of service for all components. Line-item requests for simpler amounts may be justified using the HOBO "fifty character" field, column 19, allowed for each line-item in the HOBO submission.

The justification of each contractual service line-item should explain how the request for each line-item was determined. Examples may include:

- Planned actual cost of the next year of an approved multi-year contract,
- Three-year average of expenditures plus inflation,
- Current contract plus inflation, or
- Projected rate times units of service.

It is strongly suggested that agencies use subobject 0899 only if there is no other appropriate subobject. Be prepared to explain the detail behind any items included in 0899.

1.13 FOOD, EQUIPMENT, GRANTS, SUBSIDIES, CONTRIBUTIONS

FOOD

(Object 0920)

The justification for the agency's food requests should be presented in either column 19 of the HOBO budget file or on a DA-2 form. Generally, the justification reflects the number of people served, multiplied by number of meals per day, multiplied by the number of days. In addition, the cost of the meals should be justified.

Please refer to the Department of General Services website for statewide contracts for food and supplies for food preparation. The category of note would be "Food (Related)".

<http://dgs.maryland.gov/Pages/Procurement/BidsAwards.aspx>

Please contact your assigned DBM budget analyst to discuss the calculation of your agency's FY 2018 food request.

EQUIPMENT: REPLACEMENT AND ADDITIONAL

(Object 10 = Replacement; Object 11 = Additional)

Requests for replacement and additional equipment should be itemized and justified on a DA-2 form.

According to State law, agencies shall purchase equipment and furniture from Maryland Correctional Enterprises when possible. <https://mce.md.gov/>

Another alternative is to use statewide contracts for equipment. Please refer to the Department of General Services website for furniture and equipment. The category of note would be "Office Equipment and Furniture."

<http://dgs.maryland.gov/Pages/Procurement/BidsAwards.aspx>

The Department of Information Technology has master contracts for computer equipment: <http://doit.maryland.gov/contracts/Pages/HWMasterContractHomepage.aspx>. Also, see Section 2.3.

Agencies may use the Treasurer's lease financing program for significant equipment purchases. <http://www.treasurer.state.md.us/debtmanagement/capital-lease-financing.aspx>

GRANTS, SUBSIDIES, AND CONTRIBUTIONS

(Object 12)

Each agency is required to provide detail on funds granted by the agency to other entities. Each grant of at least \$25,000 must be listed on a DA-23 form. For each grant, provide the FY 2016 actual award (as reflected in FY 2016 expenditure data), FY 2017 estimated award (as reflected in the FY 2017 appropriation), and any FY 2018 funding requested for the same grantee. If grants will be awarded on a competitive basis and the expected grantee is unknown at this time, please list "TBA" in the column for Name and Location of Grantee or Vendor. If a grantee receives multiple awards for different services or purposes, please list each award separately, and by subprogram if possible.

1.14 LEASE PURCHASE PROGRAM FOR EQUIPMENT

The Schedule of Charges for Equipment Financed through the Master Equipment Lease-Purchase Program ([Section 1.15](#)) lists the charges to agencies by fiscal year for equipment financed as of June 22, 2016. The schedule should be used to derive the amount to be budgeted in Comptroller Objects 1021, 1041, 1121 and 1141 (Capital Lease Payments to Treasurer).

If an agency's total budget request for these charges is different from the amount in the Schedule in [Section 1.15](#), please provide an itemization of additions and subtractions on a [DA-2](#) form, clearly identifying how the request is derived and why it differs from the Schedule.

Adjustments should be made to reflect the following, as needed:

- If an agency plans to finance the purchase of additional equipment, the amounts on the Schedule should be increased. Agencies may request a payment schedule for expected future equipment leases from their budget analyst. Payments can also be estimated as follows:

If equipment is financed (vendor paid)	First semi-annual payment is on:	Amount of debt service during fiscal year is the administrative fee plus:	
		FY 2017	FY 2018
October 2016	January 1, 2017	One interest-only payment	Two full payments
December 2016 and/or March 2017	July 1, 2017	none	One full payment plus one interest-only payment
June 2017 and/or October 2017	January 1, 2018	none	One interest-only payment
After October 2017	July 1, 2018	none	none

Please note the estimated total equipment cost and expected time of leasing for any additional equipment leases on the [DA-2](#) form.

- If there are (or will be) prepayments, deduct amounts for the FY 2017 and/or FY 2018 lease payments that will have been satisfied as a result of the prepayments. Use the amortization schedule you received at the time of financing to calculate the deductions (for assistance in determining the effect of prepayments, contact Shelby Conley, State Treasurer's Office, 410-260-6203).

State agencies should discuss potential equipment leases with the Treasurer's Office prior to purchasing equipment from a vendor. State agencies requesting funds in the FY 2018 budget for equipment lease purchases must wait until the General Assembly approves the funding before purchasing the item from the vendor.

Questions should be directed to the DBM budget analyst.

**1.15 - SCHEDULE OF CHARGES TO AGENCIES FOR EQUIPMENT FINANCED
THROUGH THE MASTER EQUIPMENT LEASE-PURCHASE PROGRAM***

(includes administrative fee)

All equipment financed through:

6/22/2016

Financial Agency	Fiscal Year	Fiscal Year
	2017	2018
C80 Office of the Public Defender	53,935	53,876
D28 Maryland Stadium Authority	994,538	992,931
D38 State Board of Elections	418,896	1,142,282
D40 Maryland Department of Planning	28,138	0
D53 Maryland Institute for Emergency Medical Services	60,712	60,645
E20 State Treasurer's Office	3,093	95,793
E50 State Department of Assessment and Taxation	31,415	0
F50 Department of Information Technology	306,881	185,397
H00 Department of General Services	146,228	0
K00 Department of Natural Resources	178,201	178,009
M00 Department of Health and Mental Hygiene	973,493	748,806
Q00 Department of Public Safety and Correctional Services	932,909	937,169
R13 Morgan State University	145,823	145,544
R14 St. Mary's College of Maryland	15,138	15,122
R15 Maryland Public Television	401,551	476,693
R44 Univ. of MD Center for Environmental Science	733,952	366,829
S00 Department of Housing and Community Development	155,924	155,753
U00 Department of the Environment	325,008	164,545
V00 Department of Juvenile Services	9,910	0
Total	5,915,744	5,719,396

1.16 LOCAL AID

Agencies that distribute local aid are required to include in the budget submission an estimated and preliminary distribution of local aid for FY 2015 actual expenditures, FY 2016 actual expenditures, the FY 2017 appropriation, and the FY 2018 request.

The submission should include the supporting documentation that was used to arrive at the distributions in each fiscal year. Between the submission of the budget request and the end of December 2016, any additional information that would affect the distribution of local aid in the request year should be submitted to the assigned DBM budget analyst and directly to Nathan Bowen at nathan.bowen@maryland.gov.

As the Governor's allowance is finalized, DBM will ask the agency to submit revised distributions based on the allowance.

The budgets that contain local aid include:

BUDGET

STATEWIDE PROGRAMS

D15A0516	Governor's Office of Crime Control and Prevention, Law Enforcement Grants
D15A0516	Governor's Office of Crime Control and Prevention, State Aid for Police Protection Fund
D25E0302	Aging Schools Program
D26A0702	Senior Citizens Activities Centers Operating Fund
D38-----	State Board of Elections (Voting System Funding)
D50H0106	Fire, Rescue, and Ambulance Fund
J00A0102	Operating Grants in Aid (PILOT)
J00B0105	County and Municipal Funds (Highway Users)
J00H0106	Statewide Programs Operations
K00A0505	Land Acquisition and Planning (Instant Bingo Revenue to Calvert County)
K00A0510	Outdoor Recreation Land Loan (Program Open Space, local programs)
K00A1001	Critical Area Commission
M00F0207	Targeted Local Health Services
P00E0104	Share of Racing Revenue – Division of Racing
P00E0106	VLT – Local Impact Grants
P00G0114	Adult Education
Q00A0104	Emergency Number Systems (911) – State Grant
Q00G0001	Police and Correctional Training Commissions – General Administration (Law Training Center Grants)
R00A02--	Aid to Education (All programs with General Funds, Education Trust Funds, or Retirement Contribution Reimbursement)
R62I0005	Aid to Community Colleges – Formula
R62I0006	Aid to Community Colleges – Fringe Benefits
W00A0108	Vehicle Theft Prevention Council

1.17 INSURANCE

A Schedule of Insurance charges, 0704 Auto Insurance and 1302 Insurance Coverage, to be paid to the State Treasurer's Office (STO) for the FY 2018 budget request can be found in Section 2.13. Specific questions regarding premiums should be directed to the Treasurer's Office at 410-260-7684.

The following Comptroller Objects must be used for budgeting of insurance premiums:

Auto Insurance (Comptroller Object 0704)

Automobile insurance payments to the STO.

Insurance Coverage Paid to STO (Comptroller Object 1302)

Insurance payments paid to the STO.

Insurance (Non-STO Payments) (Comptroller Object 1309)

Insurance coverage payments not paid to the State Treasurer's Office.

1.18 REAL PROPERTY LEASES (Object 13)

Non-DGS Rent (Comptroller Object 1301)

Comptroller Object 1301 must be used for private lease agreements whereby rental payments are not paid to the Department of General Services (DGS). Agencies should budget for the entire rental amount in accordance with the terms negotiated by DGS. **Agencies are encouraged to schedule a review of private lease agreements with the DGS Lease Management Division prior to submitting the FY 2018 budget proposal to assure that the lease data is still valid.** For further information, contact:

Robert Suit, Chief, 410-767-1819
DGS Division of Lease Management and Procurement
Room 601, 300 W. Preston Street
Baltimore, MD 21201

NOTE: Rental of garage space must appear as Comptroller Object 0705 unless the entire garage or parking lot is being leased or such spaces are included in the building lease.

Rent Paid to DGS (Comptroller Object 1303)

Comptroller Object 1303 is restricted and must be used for rental payments made to DGS. **The lease schedules (Sections 2.9-2.12) should be used to budget for the three components that comprise this Comptroller Object as follows:**

1. Rental payments to DGS for State Owned Property: Agencies funded only with General Funds and occupying space in buildings operated by DGS do not pay and should not budget for rent for this purpose. Agencies that occupy space in buildings operated by DGS and that are funded with any portion of Non-General Funds are required to pay rent to DGS for the Non-General Fund portion of space occupied. Agencies paying rent to DGS should budget the entire amount in Comptroller Object 1303. Agencies with legislative space will be billed at the full reimbursement rate whether the agency utilizes general funds or other agency funds. **In the FY 2018 request, agencies should budget 3 percent in addition to the FY 2017 appropriation amount (see Section 2.9 – State-owned Property Lease Schedule for FY 2018 charges). Please contact your DBM budget analyst by August 6, 2016 if there are any projected changes to your square footage needs. DBM will make any needed adjustments in the FY 2018 Governor’s Allowance.**
2. Lease oversight charges: Charges are based on the number of leases and square footage per agency administered by the DGS Lease Management Division. Agencies should budget for lease oversight charges in accordance with the schedule in Section 2.10. DBM will make appropriate adjustments in the FY 2018 Governor’s Allowance.
3. Reimbursable Leases: The reimbursable lease schedule covers debt service and operating costs of buildings owned by local jurisdictions that the State will acquire once bond obligations have been satisfied. Agencies should budget for reimbursable leases in accordance with the lease schedule in Section 2.11.

Section 2.12 lists the total DGS rent charges by agency.

Schedule of Real Property Leases

A DA-24 form is to be completed for each program or subprogram in which funding for rent is requested. All information requested on the form must be entered separately for each lease, existing and proposed. Where leases are funded in various subprograms, make an entry for each funding component and create a total for the lease. The information contained on the DA-24 form should be reconciled to the total dollar amounts for Comptroller Objects 1301 or 1303. Where appropriate, the leases should be listed and totaled by the Comptroller Object. Agencies may submit an Excel spreadsheet with this information instead of using the DA-24 form. Consult with the assigned DBM budget analyst if you have questions or need assistance.

1.19 OPERATING MAINTENANCE

Operating maintenance expenditures should be budgeted under the appropriate Comptroller Objects as follows:

Object 08 – Contractual Services

- Building/Road Repairs and Maintenance (0812)

Object 14 – Land and Structures

- | | |
|---|---|
| <ul style="list-style-type: none"> ▪ Roof Repair/Replacement (1440) ▪ Building Interiors (1442) ▪ Heating (1444) ▪ Security Alarm Systems (1446) ▪ Ground Maintenance (1448) ▪ Easement Acquisitions (1481) | <ul style="list-style-type: none"> ▪ Building Exteriors (1441) ▪ Water (1443) ▪ Power Lines (1445) ▪ Road Repair Services (1447) ▪ Sheds, Gas & Oil Storage Tanks (1449) ▪ Other Land and Structures (1499) |
|---|---|

Note: Comptroller Object 1498 is reserved for statewide operating maintenance projects that are administered by DGS.

Agency Maintenance

An agency's ongoing, preventive maintenance should be reported and requested in the agency's budget submission under the appropriate Comptroller Object code. Higher education institutions should include all facility-related projects in their budget requests since these projects and funds are not administered by the Department of General Services (DGS).

DGS Administered Maintenance

Operating maintenance projects administered by DGS should not be included in an agency's budget request submission. All agency operating maintenance needs should be coordinated directly with DGS prior to the submission. All new or additional operating maintenance projects to be considered for funding should be sent directly to DGS at the address below. Your assigned DBM budget analyst, in conjunction with DGS, will review these projects. If you have any questions, please contact:

Nelson E. Reichart
 Deputy Secretary
 Department of General Services
 301 W. Preston Street, Room 1401
 Baltimore, Maryland 21201
 410-767-4960
 nelson.reichart@maryland.gov

1.20 OVER-THE-TARGET REQUESTS

DBM does not encourage agencies to submit over-the-target requests. A maximum of three over-the-target requests from any department or independent agency will be considered. Prior to submitting over-the-target requests, agencies should attempt to identify efficiencies and low-priority programs that can be reduced, resulting in savings that can be reallocated. Agencies are also encouraged to pursue interagency collaborations and other innovative proposals to reduce costs. Agencies should consult with their budget analyst about the need being addressed, the related strategies, and measurable outcomes while developing their requests. Unrealistic requests misuse the time and effort of everyone involved, including the Governor. Requests that address critical operational needs or items specifically endorsed by the Governor will be given priority over requests for new programs. Over-the-target requests will not be considered on an agency-by-agency basis. Each request will compete with all other requests in the State.

Any requests for new positions, including contractual conversions, must be submitted as an over-the-target request and should not be included in the budget or personnel submission.

Requests must be prioritized and submitted to DBM using the DA-21A and DA-21B forms (see Section 3). The information supplied in these forms is used by DBM staff to understand both the costs and the programmatic impacts of the requests. Thorough yet concise information allows for a comprehensive analysis and comparison of all requests across the State. Over-the-target requests must be submitted with the FY 2018 base budget submission. Do not include general funding above the target in the budget submission. If an agency submits more than three over-the-target requests, all requests will be returned to the agency or department for further prioritization. **Multiple items should not be combined into one request.**

Information Technology Over-the-Target Requests

Agencies seeking to obtain approval and funding for a new Major Information Technology Development Project (MITDP) must submit both the DA-21A and the DA-21B forms to DBM. Agencies must also submit an Information Technology Project Request (ITPR) to the Department of Information Technology (DoIT). **The amounts listed on the DA forms and the ITPR forms must match.** Make sure that the DA-21A narrative includes an estimate of the Total Project Cost (TPC), which is equal to the cost from project initiation through one full fiscal year of operations and maintenance after implementation. DBM will work closely with DoIT to validate the feasibility of the request, assess the agency's capacity to manage a major project, and evaluate the affordability of a project.

For ongoing MITDPs, the funding for each year of a MITDP must be carefully reviewed by the agency budget staff and DBM staff. Please carefully align the budget and ITPR to reflect any changes in the scope of the MITDP. Any special and federal fund sources to be used to support the project should be identified in the budget request.

For more information, please refer to the DoIT ITPR Guidelines and Instructions found at <http://doit.maryland.gov/policies>. Information Technology Master Plans are required of all agencies.

1.21 CHESAPEAKE BAY RESTORATION EXPENDITURES

BAY BUDGET

A summary of Chesapeake Bay restoration operating and capital expenditures will be included in the FY 2018 Budget Books. According to Section 39 of the FY 2017 budget bill, the summary shall reflect FY 2016 actual expenditures, the FY 2017 budget book appropriation and the FY 2018 allowance by fund type and fund source.

This reporting requirement applies to the following agencies, who will each receive a template from DBM by August 12, 2016 to be completed and submitted electronically with the FY 2018 budget submission:

Department of Natural Resources (DNR)	Maryland Department of Agriculture (MDA)
Maryland Department of the Environment (MDE)	Maryland Department of Planning (MDP)
Maryland Department of Transportation (MDOT)	Morgan State University (MSU)
St. Mary's College of Maryland (SMCM)	University System of Maryland (USM)
Maryland State Department of Education (MSDE)	

The following criteria should be used to determine if expenditures must be included:

- The subprogram or project receives funding that supports Chesapeake Bay restoration activities in any one of fiscal years 2016, 2017 or 2018, and
 - More than 50% of subprogram activities are directly related to Chesapeake Bay restoration. Agencies may note the percent related if they do not believe 100% should be counted. Activities defined as restoration of the Chesapeake Bay include Living Resource Protection and Restoration, Vital Habitat Protection and Restoration, Sound Land Use, Stewardship and Community Engagement, and Research.
1. DNR, MDA, MDE, MDP and MSDE must review and update the list of subprograms when completing the template.
 2. MDOT will submit by project and SMCM, MSU and each USM campus will complete the template as in past years.
 3. All agencies except MDOT are asked to provide fund source information.

TWO-YEAR MILESTONES

DNR, MDA, MDOT and MDE are also required to submit a summary of two-year milestone funding in accordance with Section 39 of the FY 2017 budget bill, including funding by agency, best management practice, fund type, and particular fund source along with associated nutrient and sediment reductions for fiscal 2015, 2016, 2017 and 2018. This template will also be distributed by DBM by August 12, 2016. The summary should be submitted electronically.

1.22 STRATEGIC ENERGY INVESTMENT FUND (SEIF)

To address a requirement set by Section 40 of the FY 2017 Budget Bill, DBM publishes an appendix in the Governor's Budget Books on the revenue, budget and expenditures of the Strategic Energy Investment Fund (SEIF) for the FY 2016 actual expenditures, the FY 2017 working appropriation and the FY 2018 allowance.

The revenue portion of the report shall include:

1. The number of auctions, allowances sold, and price per allowance (including both current and, if offered, future control periods)
2. Prior fund balance used to support the appropriation
3. Anticipated revenue from set-aside allowances

The budget and expenditure portion of the report shall include the amount of SEIF funds budgeted and spent by each State agency, and identify any prior year fund balance for:

1. Energy assistance
2. Energy efficiency and conservation programs for the low- and moderate-income sectors
3. Energy efficiency and conservation programs in all other sectors
4. Renewable and clean energy programs, energy education, and climate change programs and resiliency programs
5. Administrative expenditures
6. Dues owed to the Regional Greenhouse Gas Initiative
7. Transfers or diversions made to other funds (including the Clean Air Fund, the Transportation Trust Fund, and the Offshore Wind Business Development Fund)

The Maryland Department of the Environment and the Maryland Energy Administration (MEA) will be responsible for providing SEIF revenue estimates. MEA will also be responsible for coordinating and submitting a Statewide SEIF budget request, as well as expenditure information for the actual FY 2016 budget and the FY 2017 working appropriation.

The SEIF Appendix will include detail on SEIF funds in the following agencies:

Department of Agriculture
Department of General Services
Department of Health and Mental Hygiene
Department of Housing and Community Development
Department of Human Resources
Maryland Department of the Environment
Maryland Department of Transportation
Maryland Energy Administration
Public Service Commission

1.23 PAYGO CAPITAL PROJECTS

PAYGO capital appropriations fund projects that are paid for with General, Special and Federal Funds as part of an agency's operating budget. Make sure that PAYGO operating submissions match your capital budget submission to the DBM Office of Capital Budgeting. Do **NOT** allocate General Obligation Bond funding in the FY 2018 operating budget request. **Funding for PAYGO projects should not be budgeted in operating programs, but rather in the applicable PAYGO (capital) program within your agency.**

Subprogram Reporting

When multiple **PAYGO** capital projects are budgeted in the same eight-digit **non-transportation** program, each project is to be budgeted in a separate subprogram, including projects that may be added in the FY 2018 allowance. If a project spans more than one reporting year, the same subprogram should be used across all years for comparison purposes.

Agencies should work with their budget analyst to identify subprograms for **new PAYGO capital projects** to be added in FY 2018. One example of a designated PAYGO program having more than one capital project, each budgeted in its own sub-program, is D55P00.04, Department of Veterans Affairs, Cemetery Program/Capital Appropriation. This program was broken down into five separate sub-programs, each representing different cemetery projects at separate locations.

The following programs have had more than one project in prior year budgets, and meet the stated reporting protocol:

<u>Department</u>	<u>Programs</u>
Maryland Energy Administration	D13A1302, D13A1303
Department of Planning	D40W0111
Department of the Military	D50H0104
Department of Veterans Affairs	D55P0004, D55P0006
Department of Natural Resources	K00A0510, K00A1102
Department of Agriculture	L00A1111, L00A1213, L00A1505
Department of Housing and Community Development	S00A2402, S00A2507, S00A2508, S00A2509
Department of Public Safety and Correctional Services	Q00A0105
Department of the Environment	U00A0103, U00A0105, U00A0111, U00A0112.

If you need additional guidance, contact your DBM analyst or Kurt Stolzenbach at 410-260-7416.

1.24 INDIRECT COST RECOVERY AND REVERSION REPORTING

All agencies receiving Federal Funds must determine whether the funds are eligible for indirect cost recovery. Once such eligibility is established, the agency must initiate, negotiate and establish an indirect cost recovery rate with the federal government. A copy of the latest approval letter from the relevant federal agency must be submitted to DBM.

Agencies are instructed to budget for internal indirect cost recoveries only after notifying the assigned DBM budget analyst of the intent to do so. No agency may budget the use of Statewide Indirect Cost Recoveries. **ALL STATEWIDE INDIRECT COST RECOVERIES MUST BE REVERTED TO THE GENERAL FUND.**

DA-27 Form

All agencies must complete a DA-27 form (even if there are no recoveries to report). Agencies should use the DA-27 form to specify the exact amounts and types of indirect cost recoveries and reversions made. Data should be provided at the program level and totaled to the unit level and the agency level. **Please report data for the most recently completed fiscal year, as well as estimates for the current budget fiscal year and the budget request year.** The following information will be required:

1. List the **Statewide Indirect Cost Recoveries**. This is the amount of total recoveries allocated to Statewide Indirect Costs. The allocation percentage is determined by dividing the amount of Statewide Indirect Costs used in the Indirect Cost Allocation Plan by the total amount of indirect costs used in the calculation of the **Federally Approved Indirect Cost Recovery Rate**. The resulting percentage is the **Federally Approved Statewide Cost Recovery Rate**. Please note that both of these rates are required in the two far right columns of the DA-27 form.
2. List the **Internal Indirect Cost Recoveries**. This is the amount remaining from total indirect cost recoveries after Statewide Indirect Cost Recoveries have been subtracted.
3. Report the amount of Indirect Cost Recoveries **reverted to the General Fund**. This amount should not be less than the amount of Statewide Indirect Cost Recoveries, but may be more.
4. Report the amount of **Indirect Cost Recoveries Retained by the Agency**. This amount should be no greater than the amount of Internal Indirect Cost Recoveries, but may be less.

Copies of the DA-27 form and the most current **Negotiated Agreement Letter** should be included in the agency's budget submission. Failure to provide the DA-27 form and/or the Negotiated Agreement Letter in a timely fashion will result in a slower budgetary process. In the interim, electronic copies of the DA-27 form and the most current agreement letter should be sent to Michelle Pack, michelle.pack2@maryland.gov, and the DBM budget analyst. This information is reported in Appendix I of the Governor's Budget Highlights Book.

1.25 ORGANIZATIONAL CHARTS

Section 28 of the FY 2017 budget bill requires that the Department of Budget and Management (DBM) submit to the Department of Legislative Services (DLS) organizational charts by department, unit, agency, office and institution that depict the allocation of personnel across operational and administrative activities.

In order to accommodate this requirement, agencies are requested to submit a one-page organizational chart to DBM with the budget submission that depicts the allocation of personnel across operational and administrative activities of the entity.

Agencies must develop the organizational charts in either Microsoft Word or Adobe PDF format. An electronic version should be forwarded to DBM for compilation and delivery to DLS. Agencies should submit the electronic file to the DBM budget analyst and Kurt Stolzenbach at kurt.stolzenbach@maryland.gov no later than the budget submission date. *DBM is responsible for forwarding these charts to DLS. Agencies should not submit the files directly to DLS.*

If you have additional questions, please contact Kurt Stolzenbach at 410-260-7416 or your assigned DBM budget analyst.

The table that follows contains a list of the R*STARS Comptroller Objects to be used in the preparation of the FY 2023 budget.

AGENCIES MUST USE R*STARS SUBOBJECTS IN ALL COMPUTERIZED AND HARD COPY DETAIL SUBMITTED TO ITEMIZE OR JUSTIFY THE BUDGET UNLESS PERMISSION HAS BEEN OBTAINED TO USE AGENCY OBJECTS.

If agency object codes are used in the budget, agencies should be sure to update the conversion tables that show the corresponding Comptroller Object. Submit these conversion tables to Veronica Moulis (Veronica.moulis1@maryland.gov) as soon as possible. An informational copy should also be sent to your assigned DBM budget analyst.

R*STARS

Comptroller

Object Title of Comptroller Object

**Rates Assumption/
Basis for Calculation**

Object .01 Salaries and Wages

0101	Regular Earnings	Use values that result from Salary Forecast process
0102	Additional Assistance	Includes related salary and social security costs.
0104	Overtime Earnings	Includes related salary and social security costs.
0105	Shift Differential	Includes related salary and social security costs.
0110	Miscellaneous Adjustments	Includes related salary and social security costs.
0111	Accrued Leave Payout	Includes related salary and social security costs.
0112	Reclassification	Includes related salary, social security, retirement, unemployment, and turnover adj.
0120	Student Payments (USM only)	
0125	COVID-19 Personnel Expenditures	Salary and fringe expenditures associated with position funding supported by COVID-19 federal relief funds
0151	Social Security Contributions	7.34% to \$157,033 + 1.45% of excess (see <u>Section A.2</u>)
0152	Health Insurance	Same as FY 2022 appropriation
0153	Health Insurance-Special Subsidies	Zero growth rate
0154	Retirees Health Insurance Premiums	Same as FY 2022 appropriation
0155	Sick Leave Incentive Program	Do Not Budget in FY 2023
0156	VSP Payments (FY 2011 only)	Do Not Budget in FY 2023
0157	Other Post Employment Benefits	Do Not Budget in FY 2023
0160	Early Retirement Surcharge	Do Not Budget in FY 2023
0161	Employees' Retirement System (A62 not used)	21.18% of Regular Earnings 0101 (employees in the Employee's Retirement System)
0162	Employees' Pension System	Do Not Budget in FY 2023
0163	Teachers' Retirement System (A64 not used)	15.36% of Regular Earnings 0101 (employees in the Teacher's Retirement System)
0164	Teachers' Pension System	Do Not Budget in FY 2023
0165	State Police Retirement System	76.19% of Regular Earnings 0101 (employees in the State Police Retirement System)
0166	Judges' Pension System	41.92% of Regular Earnings 0101 (employees in the Judges' Pension System)
0167	Mass Transit Administration Pension System	Rate to be determined by MDOT
0168	Optional Retirement/Pension System (TIAA)	7.25% of Regular Earnings 0101 (employees in the TIAA Retirement System)
0169	Law Enforcement Officers' Pension System	43.76% of Regular Earnings 0101 (employees in the SLEOLA Retirement System)
0170	Other Retirement Systems	
0171	Other Pension Systems	
0172	Deferred Compensation Match	Do Not Budget in FY 2023
0174	Unemployment Compensation	28¢ / \$100 of payroll
0175	Workers' Compensation	Same as FY 2022 appropriation
0176	Workers' Compensation Reserve Fund	
0181	Tuition Waivers	Higher Education Institutions Only -as determined by governing boards
0182	Employee Transit Expenses	
0189	Turnover Expectancy	Turnover rate is calculated as 0189/(0101+0151+Retirement+0174)
0192	DBM Adjustment	Do Not Budget in FY 2023
0193	Health Savings	Do Not Budget in FY 2023
0194	Section 40 Retirement Benefits	Do Not Budget in FY 2023
0195	Section 40 COLA	Do Not Budget in FY 2023
0199	Other Fringe Benefit Costs	

Object .02 Technical and Special Fees

0201	Honorariums
0202	Per Diem Payments
0203	Clerical/Secretarial Support
0204	Legal Service Support
0205	Medical Service Support
0206	Religious Service Support
0207	Social Service Support

R*STARS

Comptroller

<u>Object</u>	<u>Title of Comptroller Object</u>	<u>Rates Assumption/ Basis for Calculation</u>
0208	Training and Staff Development	
0209	Administrative/Management Services Support	
0210	Patient and Student Payments	
0211	Employee Awards	
0212	Athletic Services Support	
0213	Social Security Contributions	7.65% to \$150,759 + 1.45% of excess
0214	Unemployment Compensation	28¢ / \$100 of payroll
0216	Royalty Payments	
0217	Contractual Health Insurance	Same as FY 2022 appropriation
0220	Special Payments Payroll	
0221	Prizes and Awards to Non-Employees	
0289	Contractual Turnover Expectancy	
0299	Other Technical and Special Fees	

Object .03 Communications

0301	Postage	1st Class/Standard Letter 55¢
0302	Telephone	Billed directly by vendors; Same as FY 2021 Actuals for PBX/Centrex if independent
0303	Telecommunications	Billed directly by vendors; Same as FY 2021 Actuals for PBX/Centrex if independent
0304	Misc. Communications Charges	Billed directly by vendors; Same as FY 2021 Actuals for PBX/Centrex if independent
0305	DBM Paid Telecommunications	Same as FY 2022 appropriation
0306	Cell Phone Expenditures	Includes all cellular phones, personal data assistants (PDAs), and tablets
0322	Capital Lease(s) (Telecommunications)	Same as FY 2022 appropriation
0395	Corporate Purchasing Card	
0397	Paycheck Postage Costs	

Object .04 Travel

0401	In State/Routine Operations	Includes tolls, parking fees, and private mileage reimbursement
0402	In State/Conferences/Seminars/Training	Includes conference fees, necessary hotels, and other in-state travel costs not in 0401
0403	Out-of-State/Routine Operations	Please refer to State travel regulations for out-of-State reimbursement amounts
0404	Out-of-State/Conferences/Seminars/Training	
0495	Corporate Purchasing Card	Do Not Budget in FY 2023
	Private Vehicle Mileage	58.0¢ per mile (<i>This rate will be adjusted after the federal government sets its mileage reimbursement rate.</i>)
	Meal Allowances	State Employees & Non-Paid Board
	Breakfast	\$13.00
	Lunch	\$15.00
	Dinner	\$28.00
	Per Day Maximum	\$56.00

Object .06 Fuel and Utilities

0601	Fuel - Alcohol	
0602	Fuel - Coal	
0603	Fuel - Oil #2	Justify any increase using a line item comment in BARS
0604	Fuel - Oil #3	Justify any increase using a line item comment in BARS
0605	Fuel - Oil #6	Justify any increase using a line item comment in BARS
0606	Fuel - Natural Gas/Propane	equal to FY 2020 actual expenditures
0607	Fuel - Wood	
0608	Fuel - Steam	
0619	Fuel - Miscellaneous	
0620	Utilities - Electricity	equal to FY 2020 actual expenditures
0621	Utilities - Water/Sewage	
0622	Utilities - Combined Utility Purchases	
0695	Corporate Purchasing Card	
0697	MES Charges	Same as FY 2022 appropriation
0698	Loan Repayment- Energy Conservation	Amount listed in schedule in Appendix 3
0699	Utilities - Miscellaneous	

R*STARS

Comptroller

Object Title of Comptroller Object

**Rates Assumption/
Basis for Calculation**

Object .07 Motor Vehicle Operations and Maintenance

Cars, Station Wagons, Carryalls and Vans

0701 Purchase Cost or Lease Cost

See Equipment List in [Appendix 4](#)

0702 Gas and Oil

Passenger Vehicles 14.0¢/mile

Light Trucks & Vans 18.5¢/mile

0703 Maintenance and Repair

Passenger Vehicles 10.5¢/mile

Light Trucks & Vans 12.5¢/mile

0704 Insurance

See schedule in [Appendix 6](#)

0705 Garage Rent - Areas served by mass transit

NTE 1 to 3 ratio of spaces to employees

- Areas not served by mass transit

NTE 1 to 2 ratio of spaces to employees

Aircraft

0710 Purchase Cost or Lease Cost

0711 Gas and Oil

0712 Maintenance and Repair

0713 Insurance

0714 Hangar Rental/Landing Fees

Watercraft

0720 Purchase Cost or Lease Cost

0721 Gas and Oil

0722 Maintenance and Repair

0723 Insurance

0724 Boat Slip Rental/Launching Fees

Other Land Vehicles

0730 Purchase Cost or Lease Cost

0731 Gas and Oil

0732 Maintenance and Repair

0733 Insurance

0734 Garage or Storage Space Rental

0789 Vehicle Commuter Charge

See schedule in [Appendix 5](#)

0795 Corporate Purchasing Card

0799 Other Motor Vehicle Charges

Object .08 Contractual Services

0801 Advertising & Legal Publication

0803 Architects

0804 Printing/Reproduction

0805 Bookbinding/Photographic

0806 Microfilming

0807 Engineers

0808 Equipment Rental (Other than Data Processing)

0809 Equipment Repairs and Maintenance

0810 Extermination

0811 Food Services

0812 Building/Road Repairs and Maintenance

0813 Janitorial Services

0814 Grounds Maintenance

0815 Laundry

Correctional Laundry 55.0¢ per pound

0816 Housekeeping

0817 Legal Services

0818 Purchase of Care Services

0819 Education/Training Contracts

0820 Medical Care (Physicians Dental, Etc.)

0821 Management Studies and Consultants

0822 Hospital Care

0823 Security Services

0824 Laboratory Services

0825 Veterinarian

0826 Freight and Delivery

R*STARS

Comptroller

<u>Object</u>	<u>Title of Comptroller Object</u>	<u>Rates Assumption/ Basis for Calculation</u>
0827	Trash and Garbage Removal	
0828	Office Assistance	
0829	Fiscal Service	
0830	Medical Assistance Reimbursements	
0831	Administrative Hearings	Same as FY 2022 appropriation
0832	Education & Training Reimbursement - Job Related	
0834	Sign Language Interpreter Services	
0833	eMaryland Marketplace	Same as FY 2022 appropriation
0835	Administrative Allocations	
0836	Human Services - Other Fee-for-Service	
0838	Other Human Services	
0839	Human Resources Shared Services Allocation	Same as FY 2022 appropriation
0841	Data Processing Central Processing Unit & Consoles	
0843	Communications Controllers	
0844	Magnetic Tape Devices	
0845	Direct Access Storage Devices (DASD)	
0848	Terminal Teleprocessing Equipment	
0849	Telecommunications Lines, Modems, Controllers, etc.	
0850	Peripheral Equipment- Printers, Terminals, etc.	
0852	Data Entry Devices	
0854	Computer Maintenance Contracts	
0857	Other Data Processing Hardware	
0858	Software Licenses	
0861	Applications Software (Acquisition)	
0862	Applications Software (Maintenance)	
0863	Systems Software (Acquisition)	
0864	Systems Software (Maintenance)	
0865	Outside Services-Systems Analysis and Design	
0866	Outside Services-Programming	
0867	Outside Services-Data Entry	
0868	Outside Services-D/P Training	
0869	Outside Services-Computer Usage	
0872	Outside Services - Consulting Services	
0873	Outside Services - Other	
0874	Office of the Attorney General - administrative fee	Same as FY 2022 appropriation
0875	Retirement - administrative fee	Same as FY 2022 appropriation
0876	DoIT services allocation	Same as FY 2022 appropriation
0878	In State Services-Systems Analysis and Design	
0879	In State Services-Programming	
0880	In State Services-Data Entry	
0881	In State Services-D/P Training	
0882	In State Services-Computer Usage - ADC ONLY	Same as FY 2022 appropriation
0883	In State Services-Tape Maintenance	
0885	In State Services-Other	Agencies must use 0885 to budget expenditures related to interagency agreements or agreements with local government entities
0886	In State Services-Computer Usage-Other than ADC	
0890	Data Processing-Microfilming/Microfiching	
0891	Data Processing-Freight	
0892	Data Processing-Academic/Research	
0893	Data Processing-Administrative	
0894	Statewide Personnel System Allocation	Same as FY 2022 appropriation
0895	Corporate Purchasing Card	
0897	Enterprise Budgeting System Allocation	Same as FY 2022 appropriation
0898	Data Processing-Other Contractual Services-DP	
0899	Other Contractual Services Non-DP	Agencies should endeavor to avoid use and ensure contract detail in BARS is updated to reflect any "Miscellaneous Contracts" over \$50,000

Object .09 Supplies and Materials

0901 Agriculture

R*STARS

Comptroller

**Rates Assumption/
Basis for Calculation**

<u>Object</u>	<u>Title of Comptroller Object</u>
0902	Office Supplies
0903	Audio Visual
0904	Building and Household
0905	Cosmetic
0906	Laboratory
0907	Dietary
0908	Housekeeping
0909	Medical
0910	Laundry
0911	Medicine, Drugs and Chemicals
0912	Wearing Apparel-Uniforms Employees
0913	Wearing Apparel-Uniforms Clients (Patients, Prisoners)
0914	Instructional Supplies
0915	Library Supplies
0916	Recreational Supplies
0917	Small Tools
0918	Veterinary
0919	Tobacco
0920	Food - Raw Food Costs: includes regular meals, special diets, gratuitous meals
0921	Data Processing Computer Forms
0926	Data Processing Supplies
0930	Microcomputer Packaged Applications Software
0932	Microcomputer Operating Systems Software
0933	Software Upgrades
0951	Items for Resale
0990	Data Processing-Academic/Research
0991	Data Processing-Administrative
0995	Corporate Purchasing Card
0998	Data Processing Other Materials
0999	Other Supplies and Materials

Object .10 Equipment Replacement

1001	Agricultural Equipment
1002	Audio-Visual Equipment
1003	Cleaning Equipment
1004	Dental Equipment
1005	Dietary Equipment
1006	Duplicating Equipment
1007	Educational Equipment
1008	Household Equipment
1009	Human Environmental Equipment
1010	Laboratory Equipment
1011	Laundry Equipment
1012	Livestock
1013	Maintenance and Building Equipment
1014	Medical Equipment
1015	Office Equipment
1016	Power Plant Equipment
1017	Recreational Equipment
1018	Veterinary Equipment
1019	Radios and Electronic Equipment
1021	Capital Lease(s)- Payment(s) to Treasurer (Non-DP)
1022	Capital Lease(s) (Non-DP)
1023	Operating Lease(s) (Non-DP)
1024	Installment Payment(s) to Treasurer (Non-DP, Non-Capital)
1031	Data Processing Equipment-Mainframe
1032	Data Processing Equipment-Minicomputer
1033	Data Processing Equipment-Microcomputer
1034	Data Processing Equipment-Workstations
1035	Data Processing Equipment-Imaging Systems
1036	Data Processing Equipment-Peripherals

R*STARS

Comptroller

**Rates Assumption/
Basis for Calculation**

Object	Title of Comptroller Object
1041	Capital Lease(s)- Payment(s) to Treasurer (DP)
1042	Capital Lease(s) (DP)
1043	Operating Lease(s) (DP)
1044	Installment Payment(s) to Treasurer (DP, Non-Capital)
1090	Data Processing-Academic/Research
1091	Data Processing-Administrative
1095	Corporate Purchasing Card
1099	Other Equipment

Object .11 Equipment Additional

1101	Agricultural Equipment
1102	Audio-Visual Equipment
1103	Cleaning Equipment
1104	Dental Equipment
1105	Dietary Equipment
1106	Duplicating Equipment
1107	Educational Equipment
1108	Household Equipment
1109	Human Environmental Equipment
1110	Laboratory Equipment
1111	Laundry Equipment
1112	Livestock
1113	Maintenance and Building Equipment
1114	Medical Equipment
1115	Office Equipment
1116	Power Plant Equipment
1117	Recreational Equipment
1118	Veterinary Equipment
1119	Radios and Electronic Equipment
1121	Capital Lease(s)- Payment(s) to Treasurer (Non-DP)
1122	Capital Lease(s) (Non-DP)
1123	Operating Lease(s) (Non-DP)
1124	Installment Payment(s) to Treasurer (Non-DP, Non-Capital)
1131	Data Processing Equipment-Mainframe
1132	Data Processing Equipment-Minicomputer
1133	Data Processing Equipment-Microcomputer
1134	Data Processing Equipment-Workstations
1135	Data Processing Equipment-Imaging Systems
1136	Data Processing Equipment-Peripherals and Hardware Upgrades
1141	Capital Lease(s)- Payment(s) to Treasurer (DP)
1142	Capital Lease(s) (DP)
1143	Operating Lease(s) (DP)
1144	Installment Payment(s) to Treasurer(DP, Non-Capital)
1190	Data Processing-Academic/Research
1191	Data Processing-Administrative
1195	Corporate Purchasing Card
1199	Other Equipment

Object .12 Grants, Subsidies, and Contributions

1201	Social Security Contributions-Grants
1202	Aid to Political Subdivisions
1203	Health and Insurance Grants
1204	Educational Grants
1205	Inmate Payments
1206	Grants to Other St. Gov't. Prog./Agen.
1207	Grants to Non-Governmental Entities
1208	Statewide Cost Allocation
1209	Employees' Retirement System Grants
1210	Employees' Pension System Grants
1211	Teachers' Retirement System Grants
1212	Teachers' Pension System Grants

R*STARS

Comptroller

<u>Object</u>	<u>Title of Comptroller Object</u>	<u>Rates Assumption/ Basis for Calculation</u>
1213	Optional Retirement System (TIAA) Grants	
1214	Public Assistance Payments	
1295	Corporate Purchasing Card	
1296	Grants for Subsidized Rents	
1297	Grants to Health Providers	
1298	Taxable Grants, Contributions and Subsidies	
1299	Other Grants, Subsidies and Contributions	Agencies should endeavor to avoid use and ensure grant detail in BARS is updated to reflect any "Miscellaneous Grants" over \$50,000

Object .13 Fixed Charges

1301	Rent (non-DGS)	
1302	Insurance Coverage Paid to STO	See schedule in <u>Appendix 6</u>
1303	Rent Paid to DGS	See schedules in <u>Appendix 9</u>
1304	Subscriptions	
1305	Association Dues	
1306	Bond Payments	
1307	Interest	
1308	Licenses	
1309	Insurance (Non STO Payments)	Insurance coverage payments <u>not</u> paid to the State Treasurer's Office
1310	Interest on Late Payments	
1311	Interest on Treasury Cash Overdrafts	
1312	Interest on Treasury Deposits	
1320	Bad Debt Expense	
1395	Corporate Purchasing Card	
1399	Other	

Object .14 Land and Structures

1401	Land	
1402	Land Improvements-Existing Facilities	
1410	Buildings Construction-New Facilities	
1411	Buildings-Purchase/Trade	
1412	Buildings-Demolition	
1413	Buildings-Fixed Equipment	
1414	Buildings-Professional Fees	
1415	Buildings, Additions, and Other Major Improvements	
1416	Utilities Extension	
1430	Improvements Other Than Bldgs-Highway Construction	
1431	Improvements Other Than Bldgs-Roads, Sidewalks and Parking Areas	
1432	Improvements Other Than Bldgs-Water Construction	
1433	Loans to Private/Non-profit Individuals/Organizations	
1440	Roof Repair/Replacement	
1441	Building Exteriors	
1442	Building Interiors	
1443	Water	
1444	Heating	
1445	Power Lines	
1446	Security Alarm Systems	
1447	Road Repair Services	
1448	Ground Maintenance	
1449	Sheds, Gas & Oil Storage tanks	
1481	Easement Acquisitions	
1495	Corporate Purchasing Card	
1498	Statewide Critical Maintenance Program (DGS Administered)	Reserved for statewideoperating maintenance projects that are administered by DGS
1499	Other Land and Structures	



Maryland State Government Job Openings

Latest Job Postings

DBM Job Openings

MDOT Job Openings

Job Fairs/Events Calendar

Benefits of State Employment

Job Seekers with Disabilities

QUEST

Outreach and Diversity

Internships

Veterans

YouthWorks

FAQs and Service Categories

Equal Employment Opportunity

Judiciary Job Openings

**EMPLOYER'S COST OF BENEFITS FOR A TYPICAL STATE EMPLOYEE
IN THE STATE PERSONNEL MANAGEMENT SYSTEM**

Fiscal Year 2021

Based on a Salary of:	\$63,918
DIRECT COSTS	
Social Security	\$4,890
Health Insurance**	\$10,185
Pension Retirement	\$12,917
Workers Compensation	\$974
Unemployment Insurance	\$179
SUBTOTAL DIRECT COSTS	\$29,145
INDIRECT COSTS	
Personal Leave	\$1,471
Holiday	\$2,942
Annual Leave	\$3,677
Sick Leave	\$1,226
SUBTOTAL INDIRECT COSTS	\$9,316
TOTAL COST OF BENEFITS	\$38,461

**Note: This amount is the average family health insurance contribution made by the State. Family costs include medical, dental, and prescription drug plan

Human Trafficking GET HELP

National Human Trafficking Hotline - 24/7 Confidential

Governor
Aruna Miller
Lt. Governor



233733

[More Information on human trafficking in Maryland](#)



Customer Service Promise

The State of Maryland pledges to provide constituents, businesses, customers, and stakeholders with friendly and courteous, timely and responsive, accurate and consistent, accessible and convenient, and truthful and transparent services.

[Take Our Survey](#)

Help Stop Fraud in State Government

The Maryland General Assembly's Office of Legislative Audits operates a toll-free fraud hotline to receive allegations of fraud and/or abuse of State government resources. Information reported to the hotline in the past has helped to eliminate certain fraudulent activities and protect State resources.

[More Information](#)

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<https://dbm.maryland.gov/budget/Pages/glossary.asp>

Glossary of Budget Terms

Actual Budget: The budgeted expenses and revenues of the base year as adjusted to reflect those experienced.

Agency Budget Request: The budget request prepared by state agencies, due to the Department of Budget and Management in September or October, that is based on an agency's expected revenues and proposed expenditures as a result of the agency's statutory and legislative mandates, goals and objectives, costs, and priorities.

Appropriation: The amount of spending for a program legally authorized by the General Assembly.

Appropriated Positions: Synonymous with "authorized positions" (see below).

Authorized Positions: The number of full-time equivalent employees that may be employed at any one time on the regular State payroll. The number of authorized positions includes vacant positions. An agency may not exceed its total of authorized positions. Authorized positions for a given fiscal year are enumerated in that year's budget. Only the State's Board of Public Works may increase the number of authorized positions during the fiscal year.

Budget Amendment: A proposal to change the dollar amount of an appropriation after the budget has already been passed by the General Assembly.

Budget Bill: Presents the Governor's allowance as a bill that will become the legally enacted budget after the General Assembly approves it, including any amendments.

Budget Books: A series of volumes published each January that present the Governor's allowance to the General Assembly for all appropriated programs in the budget as well as information on non-budgeted agencies.

Budget Book Appropriation: Reflects the Legislative appropriation plus or minus amendments approved during the fiscal year preceding the year of the budget submission. The amount appears in the annual Budget Books.

Budget Cycle: A period of time in which a specific budget is affected, usually 12 months. See fiscal year.

Budget Unit: A department, board, commission, office, institution, or other unit of organization that has, under general law, an independent existence, and thus is authorized to receive and expend an appropriation. A department or agency may have one or more budget units in the Appropriations bill.

Capital Expenditure: An expenditure for the acquisition or construction of buildings or other fixed assets, or for other tangible assets with a useful life of at least fifteen years.

Contract: A formal agreement, with appropriate approvals, between the State and an independent contractor for outside vendor services or products.

Contractual Positions: The number of full-time equivalent employees working under employment contracts. Agencies generally use contractual employees for tasks of a limited duration or seasonal nature. Contractual employees are not eligible for most state fringe benefits.

Contractual Services: Services provided by a business, organization, or individual who is not a state employee such as: communication, printing, advertising, utilities, repairs, equipment rentals or lease/purchases, and professional services.

Cost of Living Adjustment (COLA): Salary increases to reflect increases in the cost of living which are based on negotiations rather than merit or longevity.

Current Restricted Funds: Funds that may be used by higher education institutions only for restricted purposes. These consist principally of research grants and donations for particular purposes (i.e., student aid).

Current Unrestricted Funds: Funds that may be used by higher education institutions without restriction. These consist principally of the State appropriation, tuition and student fees.

Dedicated Funds: Funds collected from a specific revenue source that must be appropriated for a specific expenditure. An example is motor fuel tax funds, which

must be constitutionally appropriated for programs related to providing and maintaining an adequate system of public roads and bridges.

Deficiency Appropriation: An appropriation for an expense in the current fiscal year that is not covered by the existing budget. Deficiency appropriations usually occur when workloads exceed projected amounts, new legislation requires expenditures not provided in the budget or unanticipated needs arise. The FY 2012 budget proposal includes deficiency appropriations for FY 2011.

Encumbrance: A commitment against allotment for legally binding purchase orders and contracts representing goods and services which have not yet been received. Encumbrances become expenditures and liabilities only when the goods and services are actually received.

Entitlement Programs: Certain programs, usually federal in origin, that provide benefits to individuals based on specific eligibility requirements. Medicaid is the largest entitlement program operated by the state.

Expenditure: Cash paid or to be paid for the purchase of an item or for a service performed.

Federal Funds: Grants and other payments from the federal government that are expended through the State budget to fund various activities funded by the Federal Government. Such funds are subject to applicable federal laws and regulations. Federal funds often require a State funding match. Before an agency can spend these funds, its budget must contain a Federal Fund Appropriation for at least the amount of funds to be spent. Medicaid and transportation programs are the largest sources of federal funding in the State budget.

Fees: Charges associated with using a particular service provided by state government to its citizens. The charge generally recovers the cost of providing the service. Examples include state park receipts and license registration renewal.

Fiscal Digest: Book published annually by July 1 that lists the appropriations enacted by the General Assembly in the State Budget for the new fiscal year. The Fiscal Digest also contains other budgetary information for the enacted budget.

Fiscal Year (FY): The calendar on which the state operates for financial purposes. Maryland's fiscal year begins on July 1 and ends on June 30; thus, fiscal year 2014 (FY 2014) begins on July 1, 2013 and continues until June 30, 2014.

Formula Program: A program with specific eligibility standards which guarantees a specific level of benefits for any recipient who qualifies. The eligibility standards and benefits must be based in statute.

Fringe Benefits: Benefits that are provided to state employees over and above their salaries as an inducement to employment. These benefits include retirement, health insurance, and employer Social Security contributions.

Full-Time Equivalent (FTE): A method of calculating employment, workloads, enrollments or caseloads to adjust for part-time or part-year participation. For example, part-time or part-year employees are factored according to the share of a full 2,080-hour year during which they are employed. A seasonal employee who works twenty hours a week for one-half of the year would count as a 0.25 full-time equivalent.

Fund: A separate accounting entity, maintained for a particular purpose, for which transactions are subject to legal or administrative restrictions. This term is distinguished from "funding" or "funds," which usually refer to the amount of dollars contained in a fund.

General Fund: State funds that may be used for any activity of the State. State income and sales tax revenues are the primary sources of General Funds. About half of State spending is attributable to the General Fund.

Governor's Allowance: The amount proposed by the Governor for a program or an item in the State budget. In most instances the General Assembly may subtract from but may not add to the allowance. Department of Budget and Management analysis informs the gubernatorial decision process that results in the amount included in the budget books, budget files and budget bill submitted to the General Assembly.

Grants: Funds disbursed by the state directly to units of local government, non-profit corporations, and to individuals for specific purposes.

Indirect Costs: Overhead expenditures which cannot be directly charged to the program providing services. Indirect costs represent administrative and support services an agency provides (such as budgeting, accounting and purchasing) to allow the direct delivery of services.

Lapsed Funds: Uncommitted funds that remain in an appropriation account at the close of a fiscal year. They are returned to the fund from which they were originally appropriated or allocated.

Maintenance of Effort (MOE) Requirements: A requirement by the federal (or state) government that the state (or local) continue funding certain programs at a certain level, usually the same funding level as in the current or a prior year, in order to receive federal (or state) funds.

Managing for Results (MFR): Began in 1999 and codified in Chapter 452 of 2004, this is a strategic planning process intended to institute performance measurement techniques for all State government programs.

Memorandum of Understanding (MOU): Agreements which are often used between state agencies in contracting for goods or services or for establishing policies and procedures.

Non-budgeted Funds: Some agencies have independent authority to make expenditures without legislative appropriations. Examples include the Injured Workers' Insurance Fund (which provides workers' compensation insurance) and the Maryland Transportation Authority (which operates certain bridges, tunnels and other transportation facilities). These agencies have independent revenue sources (i.e., insurance premiums, toll revenues), and their budgets are presented in the budget books for information purposes only.

Object Class: A grouping of similar expenditure items that form the basis of appropriations and records of expenditure. Examples include "travel", "contractual services", and "supplies and materials".

Operating Budget: A plan for the yearly distribution of state resources for the ongoing operations of state programs. Operating budget appropriations are made

for one fiscal year and any unexpended or unobligated funds lapse, i.e., revert to the fund from which they were appropriated, at the end of the fiscal year.

Operating Expenditure: As distinguished from “capital expenditures,” are expenses of ongoing operations of government and other expenditures that do not result in a tangible fixed asset with a useful life of at least fifteen years.

Performance Measures: Measures show progress toward the accomplishment of objectives and provide the yardstick by which programs are evaluated. Measures describe effectiveness, efficiencies, or output of programs.

Position: An authorized job slot. Since a position may or may not be filled, a position is not equivalent to an employee.

Program: The level at which the General Assembly usually appropriates. Programs are related to the operating functions of an agency, for example, general operations, Office of the Secretary, etc.

Reimbursable Funds: Funds transferred among agencies as payments for services provided by one agency to another. For example, each operating agency pays the Department of Information Technology (DoIT) for the actual cost of its telephone usage from its general, special or federal funds. DoIT, in turn, pays the telephone service provider with reimbursable funds. State appropriations count only the general, special, and federal funds that agencies expend to the Department of Information Technology for telephone service, thereby avoiding any double-counting.

Revenues: Taxes, fees and sales, etc. that are collected by the state and are available for expenditure in a budget recommended by the Governor and approved by the General Assembly.

Reversion: The balance of an appropriation or authorization that is remaining after the close of a specific time period that are returned to the original source of the appropriation or authorization.

Special Funds: Revenues dedicated to a specific purpose, such as licensing fees or certain tax revenues that may only be used for the purposes designated by law. For

example, property transfer tax revenues are dedicated to Program Open Space and other specific uses. Similarly, the Transportation Trust Fund, a special fund, is supported by fuel tax and other transportation-related revenues.

State Aid: Grants and other funding provided by the State government to assist cities, counties, public schools, and other allied groups in providing various services and programs to the citizens of Maryland.

Sub-object Class: The lowest level of detail used in recording expenditures. For example, “office supplies” is a sub-object included in the object “supplies and materials”.

Subprograms: Activities required to accomplish specific goals at the expenditure level. If a program was to provide services for disabled, elderly, and children, then these would be subprograms.

Supplementary Appropriation: Supplementary appropriation bills allow the General Assembly to create new appropriations, but only if the tax revenue necessary to pay for the appropriation is included in the bill.

Turnover Expectancy: An amount calculated to determine the savings projected to occur in each year of the biennium in the personnel services category due to vacancies. The calculation is based on historic vacancy percentages by budget account and applied against salary and fringe benefits costs.