

June 19, 2015

TO: All Departments and Independent Agencies

FROM: Department of Budget and Management (DBM)

SUBJECT: FY 2017 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 2017 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 2017 budget proposal that:

- Maximizes efficiencies and identifies potential cost savings;
- Maintains the 2% structural budget reductions implemented in FY 2016;
- 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.