

## E.1 MANAGING FOR RESULTS SUBMISSION REQUIREMENTS

### Important Notes for FY 2019:

- Like last year, a single MFR deadline of August 25, 2017 applies to all agencies. MFR submissions are now due in August instead of the agency budget submission deadline.
- Agencies have been asked to submit any changes to their MFR template by June 16, 2017. This will allow 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.” Only “MFR” data will be published in the agency’s official MFR plan.
- There are two additional columns in the “All Data Tab” – one column will allow agencies to note if the data is fiscal year, calendar year, federal fiscal year, etc. The other column will allow agencies to connect a measure with an agency program, as appropriate.
- All agencies are required to resubmit the entirety of their data definitions and controls document. Agencies may continue to use whichever format they choose for this documentation. If there are no updates from last year, agencies may simply resubmit the same document.
- Only data categorized as “MFR” data will require data definitions and controls (DC) and performance discussions (PD). In addition, any agency that submits one Excel template (ET) should also only submit one DC and one PD document for the entire agency, instead of one for each unit or program.

**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): By July 1, DBM will e-mail each agency an MFR template to complete. Each agency must use this electronic file to create the FY 2019 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. Agencies that submit files with alterations will be asked to resubmit.
- Data definitions and control procedures (mandatory): See [Section E.3](#) for guidance.
- Signed data certification statement (mandatory): Submit as a PDF file.
- Performance discussions (mandatory): See [Section E.3](#) for guidance.
- Strategies (optional with the exception of strategies supporting State Plan measures, which are indicated in the Excel template): See [Section E.3](#) for guidance.

**Submitting MFR Files:** Agencies should e-mail MFR documents to [oba.mfr@maryland.gov](mailto:oba.mfr@maryland.gov) and to the assigned DBM budget analyst by **August 25**. 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, DC, PD, C. This example indicates that the Excel template, data definitions and control procedures, performance discussion, 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 18 revised 11-12-19.”

The acronyms and examples of file names are shown below:

<u>Acronym:</u>	<u>Examples of file names:</u>
ET = Excel template	U00 ET 19
DC = Definitions and controls	U00 DC 19
PD = Performance discussion	U00 PD 19
C = Certification statement	U00 C 19
ST = Strategies	U00 ST 19

**Excel Template:** Please reach out to your DBM budget analyst or Kelsey Goering at [kelsey.goering@maryland.gov](mailto:kelsey.goering@maryland.gov) or Nick Napolitano at [nick.napolitano@maryland.gov](mailto:nick.napolitano@maryland.gov) if you have any questions or concerns about the Excel template that was created for your agency. Some important notes for completing the Excel template:

- “MFR Do Not Edit” and “All Data” Tabs: The Excel template will have two tabs. The “All Data” tab will be the only tab the agency needs to update data in, while the “MFR Do Not Edit” tab will be automatically populated with data from the “All Data” tab.
- Few changes to the MFR may occur in the fall: Such discussions should occur during the spring, as DBM has encouraged in the past. Agencies desiring to change goals, objectives, and measures after June 16 will be considered on a case-by-case basis.
- Explanatory endnotes in 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 has changed. No note is needed if only the target date has changed.
  - Definition or calculation method for a measure has changed.
  - Reporting period for data has 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: Excel templates must be proofread before submission to DBM to ensure that:
  - All requested data has been submitted.
  - Endnote text is concise, grammatically correct, and is 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 2012 - 2016)	U.S. BEA	N/A	N/A
1.2. State Economic Momentum Index (CY 2013 - 2017)	FFIS	N/A	N/A
1.3. Maryland Port Administration total general cargo tonnage, (millions) (FY 2013 - 2017)	MDOT	J00	D9
1.4. Annual BWI Marshall passenger growth rate - Number of passengers (CY 2012 - 2016)	MDOT	J00	M605
1.5. Total State sales tax revenue attributable to tourism (millions) (FY 2013 - 2017)	Commerce	T00	M513
1.6. Percent of MD State Highway Administration network in overall preferred maintenance condition (CY 2012 - 2016)	MDOT	J00	M308
1.7. Ratio between Maryland's unemployment rate and the U.S. rate (FY 2013 - 2017)	U.S. DOL/BLS	N/A	N/A
1.8. Rate that adult employment trainees enter employment (FY 2013 - 2017)	DLLR	P00	M206
1.9. Annual percent change in Maryland per capita personal income (CY 2012 - CY 2016)	U.S. BEA	N/A	N/A
1.10. Homeownership (CY 2012 - CY 2016)	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 2013 - 2017)	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 2013 - CY 2017)	Treasurer's Office	E20	N/A
3.2. Capital debt service as a percent of State revenue (FY 2013 – FY 2017)	Treasurer's Office (CDAC)	E20	N/A
3.3. Asset to liability ratio for the MD State Retirement and Pension System (funded ratio) (FY 2013 – FY 2017)	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 2013 – FY 2017)	State Retirement and Pension System	G20	M101

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Indicator	Agency/ Data Source	Budget Code	MFR #
3.5. Percent of repeat audit findings for State agencies (FY 2013 – FY 2017)	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 2015 – FY 2019)	DBM	F10	N/A
5.1. Percent of students entering Kindergarten demonstrating Full Readiness on the Kindergarten Readiness Assessment (AY 2015- 2017) – <i>test new in 2015</i>	MSDE	R00A01	M116
5.2. AP Exams – Percent receiving grade 3, 4, or 5 (AY 2013 - 2017)	MSDE	R00A01	M104
5.3. Prekindergarten enrollment (AY 2013 - 2017)	MSDE	R00A01	M107
5.4. High School Graduation Rate (AY 2012 - 2016)	MSDE	R00A01	M132
5.5. Percent of children in grades 9 through 12 who drop out of school in an academic year (AY 2012 - 2016)	MSDE	R00A01	M131
5.6. Percent of core academic subject classes staffed with highly qualified teachers (AY 2013 - 2017)	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 2013 - 2017)	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 2013 - 2017)	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 2013 - 2017) – <i>definition has changed since last year’s report</i>	MHEC (Higher Ed Overview)	R62	M201
5.10. Four-year transfer and graduation rate of first-time community college students (FY 2013 - 2017)	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 2013 - 2017)	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 2013 - 2017)	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 2013 - 2017)	MHEC (Higher Ed Overview)	R62	M307

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Indicator	Agency/ Data Source	Budget Code	MFR #
5.14. Post-secondary degree attainment rate for Marylanders ages 25 to 64 (FY 2013 - 2017)	MHEC (Higher Ed Overview)	R62	M304
5.15. Homicide rate per 100,000 (CY 2012 - 2016)	State Police	W00	N/A
5.16. Rate of homicide deaths of children and youth ages 0 to 19 (per 100,000 population) (CY 2012 - 2016)	GOC	D18	N/A
5.17. Traffic fatality rate per 100 million miles traveled (CY 2012 - 2016)	State Police	W00	D3
5.18. Part I crime rate (offenses per 100,000 population) (CY 2012 - 2016)	State Police	W00	D18
5.19. Offenders under Department of Public Safety & Correctional Services jurisdiction (FY 2013 - 2017)	DPSCS	Q00	S103
5.20. Percent of all cases closed where the offender was employed at closing (FY 2013 - 2017)	DPSCS	Q00	M128
5.21. Rate per 100,000 of arrests of youth ages 10 to 17 for violent criminal offenses (CY 2012 - 2016)	GOC	D18	M120
5.22. Youth Recidivism: Percent of youth re-adjudicated within one year after release from all residential (FY 2012 - 2016)	DJS	V00	M102
5.23. Percent of live births for which prenatal care was initiated during the first trimester (CY 2012 - 2016)	MDH – Prevention and Health Promotion Administration	M00F03	M203
5.24. Infant mortality rate for all races (per 1,000 live births) (CY 2012 - 2016)	MDH – Prevention and Health Promotion Administration	M00F03	M201
5.25. Maryland’s average annual uninsured rate among the nonelderly (under age 65; estimated) (CY 2012 - 2016)	MDH – Health Regulatory Commissions	M00R	M205
5.26. Percent of Maryland children fully immunized (by 24 months) (CY 2012 - 2016)	CDC	N/A	N/A
5.27. Cumulative percent change from the calendar year 2000 baseline for underage high school students smoking cigarettes (CY, 2008, 2010, 2012, 2014, 2016) (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, 2007, 2009, 2011, 2013, 2015) (biannual)	GOC	D18	M108
5.29. Overall cancer mortality rate per 100,000 persons (age adjusted to 2000 U.S. Standard Population) (CY 2012 - 2016)	MDH – Prevention and Health Promotion Administration	M00F03	M401

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Indicator	Agency/ Data Source	Budget Code	MFR #
5.30. Heart disease mortality rate for all races per 100,000 population (age adjusted) (CY 2012 - 2016)	MDH – Prevention and Health Promotion Administration	M00F03	M302
5.31. Rate of age adjusted new HIV diagnoses (per 100,000 population) (CY 2012 - 2016 estimated)	MDH – Prevention and Health Promotion Administration	M00F03	M113
5.32. Rate of primary/secondary syphilis incidence (cases per 100,000 population) (CY 2012 - 2016)	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 2013 - 2017)	DHS	N00	M301
5.34. Percent of related children and youth under age 18 whose families have incomes below the poverty level (estimated) (CY 2012 - 2016)	U.S. Census	N/A	N/A
5.35. Maryland prevalence of household-level very low food security (3 year average) (20010-2012 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 2012 - 2016)	GOC	D18	M104
5.37. Statewide percent of current child support paid (FFY 2013 - FFY 2017)	DHS	N00	M504
5.38. Rate of children placed in out-of-home care (per 100,000 children) (CY 2012 - 2016)	GOC	D18	M123
5.39. Percent increase in employment of adults at completion of substance abuse treatment (2013-2017)	MDH – BHA	M00L	M106
5.40. Percent of adults with serious mental illness who receive mental health services (FY 2013 - 2017)	MDH – BHA	M00L	M203
5.41. Heroin overdose-related deaths in Maryland (CY 2012 - 2016)	MDH – BHA	M00L	N/A
5.42. Chesapeake Bay Habitat Health Index- MD (CY 2012 - 2016)	UMCES EcoCheck	N/A	N/A
5.43. Acres of submerged aquatic vegetation (CY 2012 - 2016)	DNR	K00	M106
5.44. Dredge survey index of stock size - crabs (2013 - 2017)	DNR	K00	M215
5.45. Oyster biomass index (2013 - 2017)	DNR	K00	M218
5.46. Estimated nitrogen load to the Chesapeake Bay from Maryland (in million lbs.) (FY 2013 - 2017)	MDE	U00	M401
5.47. Acres of cover crops planted (CY 2012 - 2016)	MDA	L00	M405

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Indicator	Agency/ Data Source	Budget Code	MFR #
5.48. Waters impaired by nutrients per the Integrated Report of Surface Water Quality (2013 - 2017) – <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 (2013 - 2017)	MDE	U00	M404
5.50. 3 year average of days the 8 hour ozone standard was exceeded (CY 2013 - 2017)	MDE	U00	M201
5.51. Maryland’s recycling rate (CY 2013 - 2017)	MDE	U00	M104
5.52. Total acres preserved by all land preservation programs (CY 2013 - 2017)	DNR	K00	N/A
5.53. Energy consumption by all State government facilities (owned and leased) (CY 2013 - 2017)	DGS	H00	M503
5.54. Maryland per capita electricity consumption in megawatt hours (CY 2012 - 2016)	MEA	D13	N/A
5.55. Percent of vehicles registered in the state that are alternative fuel, electric or hybrid-electric (FY 2013 -2017)	MVA	J00	N/A
5.56. Number of children under 6 years of age with elevated blood lead levels (CY 2012 - 2016) – <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 2013 - 2017)	MDoT	J00	M219+ M220+ M413