

### I.3 CHECKLIST OF SUBMISSION REQUIREMENTS

(Attach to each budget submission)

⚡ **This checklist MUST 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.

| Submitted<br>Hard Copy   | Submitted<br>Electronically | Submission Requirement   |
|--------------------------|-----------------------------|--|
| <input type="checkbox"/> | Optional                    | DA-1: Agency, Unit, Program Summaries ( <b>contractual counts must be reconciled</b> )   |
| <input type="checkbox"/> | Optional                    | DA-2: Additional Justifications, Supplementary Material, or <b>Data for Appendices</b> in Budget Highlights book   |
| <input type="checkbox"/> | Optional                    | Controlled subobjects must be budgeted at FY 2018 amount, by fund ( <u>Section I.2</u> )   |
| <input type="checkbox"/> | <input type="checkbox"/>    | DA-25A and DA-25B: Pay Plan Adjustment or New Classification Request: <u>Justification</u> , and <u>Details &amp; Summary</u> (email to <a href="mailto:kurt.stolzenbach@maryland.gov">kurt.stolzenbach@maryland.gov</a> & to analyst) |
| <input type="checkbox"/> | <input type="checkbox"/>    | DA-22: Contractual Employees ( <b>This should reconcile to DA-1) – ONE per agency, units may be reported on separate tabs</b> )  |
| <input type="checkbox"/> | <input type="checkbox"/>    | DA-8: Motor Vehicle Operation & Maintenance (email to Kurt Stolzenbach: <a href="mailto:kurt.stolzenbach@maryland.gov">kurt.stolzenbach@maryland.gov</a> and to analyst)   |
| <input type="checkbox"/> | Optional                    | DA-23: Schedule of Contracts/Interagency Agreements/Grants   |
| <input type="checkbox"/> | Optional                    | DA-24: Schedule of Real Property Leases  |
| <input type="checkbox"/> | <input type="checkbox"/>    | Fund File/DA-3A Estimate of Non-General Fund Expenditures - <b>Must be reconciled with totals in the budget submission</b>   |
| <input type="checkbox"/> | Optional                    | DA-20: Statement of Non-General Fund revenue. <b>It must reconcile with totals in the budget submission</b>  |
| <input type="checkbox"/> | <input type="checkbox"/>    | DA-21A: Over-the-Target Request ( <b>only if necessary and not to exceed one</b> )   |
| <input type="checkbox"/> | <input type="checkbox"/>    | DA-21B: Over-the-Target Request (Excel Form)   |
| N/A                      | <input type="checkbox"/>    | Organizational Chart (email to <a href="mailto:kurt.stolzenbach@maryland.gov">kurt.stolzenbach@maryland.gov</a> & to analyst)  |
| <input type="checkbox"/> | <input type="checkbox"/>    | DA-27: Indirect Cost Recovery and Reversion Reporting  |
| <input type="checkbox"/> | <input type="checkbox"/>    | DA-28: Adjustment to Current Year Appropriation  |
| N/A                      | <input type="checkbox"/>    | MFR submission documents (email to <a href="mailto:oba.mfr@maryland.gov">oba.mfr@maryland.gov</a> & to analyst)  |

**AGENCY NOTES TO OBA:**