

## 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](mailto: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.