

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 |

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| 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 |

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| 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 |

FY 2020 Operating Budget Submission Requirements

| 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 |

FY 2020 Operating Budget Submission Requirements

| 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 |