

**B.2 CHECKLIST OF SUBMISSION REQUIREMENTS**

Submitted Electronically

✦ Because of the level of budget detail captured by the BARS budget system, State agencies are no longer required to submit hard copies of the budget submission. However, please use this checklist for reference of what budget submission requirements are still required to be submitted electronically outside of the BARS system.

**Agencies should send an email to [dlbudgethelp\\_dbm@maryland.gov](mailto:dlbudgethelp_dbm@maryland.gov) and the OBA budget analyst to confirm the agency’s submission of the FY 2023 budget request, and attach the following documents and forms in that message.**

**Submission Requirement**

<input type="checkbox"/>	DA-25A and DA-25B: Pay Plan Adjustment or New Classification Request: <u>Justification</u> , and <u>Details &amp; Summary</u>
<input type="checkbox"/>	Organizational Chart
<input type="checkbox"/>	DA-8: Motor Vehicle Operation & Maintenance
<input type="checkbox"/>	DA-27: Indirect Cost Recovery and Reversion Reporting

*✦ DBM once again requires the submission of the DA-8 for vehicle requests. DA-28 supporting detail forms are no longer necessary for adjustments to the Current Year appropriation as Budget Amendments will be submitted and requested through BARS for the FY 2022 Working Appropriation. Budget Amendment detail must be submitted no later than the budget submission or October 15, 2021, whichever comes first.*

*✦ REMINDER: the DA-1, DA-2, DA-3A, DA-20, DA-21A, DA-21B, DA-22, DA-23, DA-24 and DA-28 supporting detail forms are no longer necessary as this information is now captured in the BARS budget system.*

*✦ Managing for Results has a separate submission deadline of September 3, and should be emailed to [oba.mfr@maryland.gov](mailto:oba.mfr@maryland.gov) and the OBA analyst by that date.*