

## D.2 ORGANIZATIONAL CHARTS

Section 27 of the FY 2020 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.** Agencies should submit the electronic file to their DBM budget analyst and [dlbudgethelp\\_dbm@maryland.gov](mailto:dlbudgethelp_dbm@maryland.gov) as part of the budget request submission process. This must be sent at the same time as DA-forms and the confirmation that the agency has completed the Budget Request Submission module in BARS. *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 your assigned DBM budget analyst.