

June 21, 2019

TO: All Departments and Independent Agencies

FROM: Department of Budget and Management (DBM)

SUBJECT: FY 2021 Operating Budget Submission Requirements

Since taking office, Governor Hogan has set out clear goals to put the State's finances on the path to long-term sustainability and to establish a more efficient and cost-effective government. Efforts by State agencies to constrain costs, consolidate or streamline activities, and implement efficiencies have played a critical role in our successes, but significant work remains to be done.

Attached are the requirements for submitting agency FY 2021 operating budget requests. In keeping with the Governor's commitment to fiscal discipline, we are asking that you work with your staff to craft an FY 2021 budget proposal that:

- Maximizes efficiencies and identifies potential cost savings;
- Maintains structural budget reductions previously implemented;
- Streamlines operations and, where appropriate, consolidates or eliminates functions and programs; and
- Improves our ability to serve Maryland citizens.

Last year the State used the BARS system for the first time. We are greatly appreciative of agencies' patience and hard work during this transition. Based upon experience and feedback, OBA has continued to work on the development and implementation of BARS. Throughout the FY 2021 Budget Submission Requirements document, there will be references to many of the budget creation and submission processes that are now housed in the BARS system. Please pay close attention to these changes and do not hesitate to contact your OBA analyst with any questions about the process or BARS. Guides will be available to agencies through BARS that will provide specific instructions on performing many operations within the budget system.

DBM appreciates your cooperation in this important endeavor.

Reminder: Refer to [Section I.2](#) for a summary of new or revised requirements.