

I.3 CHECKLIST OF SUBMISSION REQUIREMENTS

(Attach to each budget submission)

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 and the OBA budget analyst to confirm the agency's submission of the FY 2021 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 & 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
<input type="checkbox"/>	DA-28: Adjustment to Current Year Appropriation

✦ *DBM once again requires the submission of the DA-8 for vehicle requests and the DA-28 for adjustments to the Current Year appropriation. The DA-28 may be submitted early to DBM, but must be submitted no later than the budget submission or October 15, 2019, whichever comes first.*

✦ *REMINDER: the DA-1, DA-2, DA-3A, DA-20, DA-21A, DA-21B, DA-22, DA-23 and DA-24 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 6, and should be emailed to oba.mfr@maryland.gov and the OBA analyst by that date.*