## A.6 Over-the-Target Requests

DBM does not encourage agencies to submit an over-the-target request.

A maximum of **ONE** over-the-target request from any department or independent agency will be considered.

Prior to submitting an over-the-target request, agencies should attempt to identify efficiencies and low-priority programs that can be reduced, resulting in savings that can be reallocated instead of asking for additional resources. Agencies are also encouraged to pursue interagency collaborations and other innovative proposals to reduce costs. Agencies should consult with their budget analyst about the need being addressed, the related strategies, and measurable outcomes while developing their request. Requests that address critical operational needs or items specifically endorsed by the Governor will be given priority over requests for new programs. **Over-the-target requests will not be considered on an agency-by-agency basis. Each request will compete with all other requests in the State.**

**Any requests for new positions, including contractual conversions, must be submitted as an over-the-target request and should not be included in the budget submission or Position Reconciliation process.** BARS will prevent agencies from attempting to add positions through their baseline budget request. Contractual conversions funded within the agency's base budget (i.e. the agency is requesting PIN authorization but not additional funds) will not count against the limit of one request per agency.

With the exception of the few agencies that do not submit in BARS, all over-the-target requests **must** be submitted to DBM as an "Agency Over the Target Request" adjustment in BARS. If your agency does not use BARS, please work with your OBA analyst to ensure you are getting them all of the information they need to do so on your behalf. The information provided in this BARS adjustment is used by DBM staff to understand both the costs and the programmatic impacts of the request. Thorough yet concise information allows for a comprehensive analysis and comparison of all requests across the State.

An over-the-target request must be submitted concurrently with **(not after)** the FY 2024 base budget submission.

If an agency submits more than one over-the-target request, the agency or department will be asked to prioritize the requests, and only the first is guaranteed to be considered. **Multiple items (i.e. multiple funding purposes) should not be combined into one request.**

Key guidance/best practices for entering an over-the-target in BARS:

● Overview Tab – Adjustment Naming Convention. The adjustment name should reflect the purpose of the additional funding being requested. For example, if 2022 legislation passed requiring implementation of a new program but was not accompanied by a funding mandate and no funding was provided in the target, the name of the adjustment would be the title of that new program (maybe even including the Chapter number of the corresponding legislation). As another example, if the request is for three new vehicles it could be named "3 Additional Sedans."

   o Again, **multiple items with different purposes should not be combined into one adjustment**. Agencies should not combine over-the-targets of different initiatives solely to meet the single request criteria. In the rare instance of an agency being given prior OBA

approval to submit more than one over-the-target request, the agency must submit each request as a separate adjustment.

- Overview Tab – Description Field. Use this field for a less formal description of the request, including any supplemental explanatory notes for the included costs that you want to share with your OBA analyst. Some text entry is required to pass BARS validations.

- Narrative Tab – Impact Field. Some text is mandatory. Use this space to provide in-depth explanations of the positive impact that the additional funding would have on your performance, operations, etc. Be thorough—the more information that is provided here, the fewer questions your OBA analyst will have. Note that this field is a carryover from old DA-21 forms pre-BARS if that helps provide context.

- Narrative Tab – Justification Field. Some text is mandatory. Use this space to provide additional in-depth information regarding why this request should be funded. Be thorough—the more information that is provided here, the fewer questions your OBA analyst will have. Note that this field is a carryover from old DA-21 forms pre-BARS if that helps provide context.

- Other Tabs. Complete the remainder of the tabs the same as any other adjustment type.

**Information Technology Over-the-Target Requests**

Agencies seeking to obtain approval and funding for a new Major Information Technology Development Project (MITDP) must submit an "Agency Over the Target Request" adjustment in BARS. These requests will not count against the cap of one over-the-target. Agencies must also submit an Information Technology Project Request (ITPR) to the Department of Information Technology (DoIT) and send a copy of the ITPR to the OBA budget analyst. **The amounts listed in the adjustment in BARS and the ITPR forms must match.**

Make sure that the "Narrative" tab in the BARS adjustment includes an estimate of the Total Project Cost (TPC), which is equal to the cost from project initiation through one full fiscal year of operations and maintenance after implementation. DBM will work closely with DoIT to validate the feasibility of the request, assess the agency's capacity to manage a major project, and evaluate the affordability of the project. **For ongoing MITDPs, the funding for each year of a MITDP must be carefully reviewed by the agency budget staff and DBM staff. Please carefully align the budget and ITPR to reflect any changes in the scope of the MITDP. Any special and federal fund sources to be used to support the project should be identified in the budget request.**

*For more information, please refer to the DoIT ITPR Guidelines and Instructions found at http://doit.maryland.gov/policies. Information Technology Master Plans are required of all agencies.*