

## B. BUDGET SUBMISSION

### B.1 Best Practices for Budget Submission

To assist agencies with the completion of the FY 2024 Budget Submission, DBM has generated a list of best practices that are applied by the most successful agencies during the budget submission process. Many of these best practices are strategies for using the BARS budget system. DBM encourages agencies to utilize the following guidelines during the FY 2024 Budget Submission season, where applicable.

#### BARS Support

- Hierarchy of Support. Use the “Support” button in BARS and related user guides—also available along with videos on the DBM Budget Instruction website—to diagnose issues with adjustments or processes in the system. If the problem persists:
  - If there is an Application Error, contact the service desk ([service.desk@maryland.gov](mailto:service.desk@maryland.gov)). Again, please **only do this if there is an Application Error** not for any other questions or issues in BARS.
  - If there is a Chart of Accounts or Fund Source change needed, contact the DBM Budget Processing Team ([dlbudgethelp\\_dbm@maryland.gov](mailto:dlbudgethelp_dbm@maryland.gov)) and copy your OBA analyst.
  - If there is any other issue, contact your OBA analyst (and additional OBA staff, if instructed) as issues arise.

#### Position Data

- Update Workday Data. Maintain and manage agency position data in Workday actively through the year (for SPS agencies). Agencies are **strongly encouraged** to have all location data (unit, program, and subprogram) as well as job classification and step information for filled and vacant positions updated in Workday before beginning budget submission.
- Copy Workday Data. Use the “Copy Workday” function in BARS during the Position Reconciliation (POS REC) exercise to the extent that the information is well-maintained in Workday. This **significantly reduces** the amount of time required to update each PIN individually in the system for the Budget Year. Copying Workday data also automatically updates the vacancy status for each position.
- Limit Position Adjustments to the POS REC Process. Submit all changes to positions during POS REC such that no additional position-related adjustments are necessary later in the FY 2024 budget submission. Position data is the most complicated data in BARS, and adjusting positions outside of POS REC is the most common cause of data defects in the system. Completing position adjustments first also saves agencies a significant amount of time later in the submission process given that personnel costs drive most budgets.

#### Agency Training and Coordination

- Budget Instructions Reading. Emphasize that all staff responsible for the budget should read Section I.1 “New and Reminders for FY 2024” and Section A.1 “Standard Rates and Schedules.”

These sections represent the most important information for agency fiscal staff where DBM lists rates or recommendations have changed year-over-year.

- Communication with Regional Offices. Engage regional offices well in advance of the budget submission deadline during the spring and summer interim to determine needs. Agencies are encouraged to use the interim to set expectations of what should be requested through the budget and how the submission process should proceed.
- BARS Training Review.
  - Develop internal training for onboarding new or existing staff onto the BARS system. Agencies are encouraged to engage their budget analysts and the Office of Budget Analysis during the spring and summer to gain mastery with the BARS system, particularly in budget requirements that were pain points during the prior year's submission.
  - Engage staff in internal review after the finalization of the Governor's Allowance to identify opportunities for improvement in using BARS during the interim. Talk to your OBA analyst early if your agency needs individualized training on some aspect of budget submission.

### Data Entry in BARS

- Frequent BRSs. Run the Budget Request Submission (BRS) module early and often, even before the agency is ready to submit. The BRS module has tabs that report the various BARS data that makes up the submission, and reviewing this data can (a) help agencies to ensure that the data in BARS matches what they expect submission numbers to be and (b) give agency coordinators a sense of the remaining work required for the submission. Also, try submitting the BRS but omit the Workflow comment to ensure failed validation (so the submission does not go through before the agency is ready). This will bring up any validation rules the BARS data is failing, enabling coordinators to identify wider issues with the budget submission (i.e. validation errors).
- Downloading to Excel. Download the BARS grids from each of the data entry tabs in BARS to Excel to assist in updating data for BARS (using BARS exports ensures that data will be in the correct format for import). In agencies where there are field offices responsible for the update and submission of their own budget, DBM recommends downloading those budget grids for each individual office from BARS and distributing them for update and completion.
- Maintaining Exported Templates. Export and save grids from BARS as a backup. Create an internal file structure to save these exported grids as information is added and adjustments are made. If changes are required to data entered by the agency, it may be easier to update the exported Excel file and re-import the data into an existing adjustment than to micromanage multiple lines in a BARS grid.

### Submission Data Management

- Use Ad Hoc! Use ad hoc reports to confirm adjustments as they are entered into the BARS budget system. Ad-hoc may be used:
  - before adjustments have been "Released" to identify areas where additional detail needs to be loaded, or

- to check items as they are being loaded into BARS to get a sense if those adjustments were loaded into BARS as intended.

A number of pre-formatted ad-hoc templates are available for download from BARS, including reports displaying Budget Year GF Target Tracking, 3 Year Expenditure, 3 Year Revenue, 3 Year Adjustment Tracking, and SD Tab related reports. These can be found under “Ad Hoc Reporting” in the top banner in BARS. If you need help with setting up an ad hoc report, please reach out to your OBA analyst.

- **BARS Reports.** Agencies are also encouraged to use Reports in BARS to observe what is currently “Released” or baseline in the system. Reports may be expanded to view detail from adjustments in mid-flight by selecting adjustments with the “Draft” or “Program Reviewed” status in Reports. The “Agency Adjustment Summary” is particularly helpful in managing agency workload, as it provides agencies with a summary of all of their budget adjustments for the three-year budget submission window.

### **Submitting the Budget - The Budget Request Submission (BRS) Module**

- **Requests for Additional Funding.** Submit Over-the-Target and Deficiency requests **alongside the budget request** using the Budget Request Submission (BRS) module. DBM will not accept additional requests outside of the system or submitted after the main agency budget for the FY 2024 budget submission.
- **Fund Balance Data.** Export and save the completed Fund Balance tab in the BRS module once it has been populated prior to submission. The Fund Balance tab in the final submission module is wiped each time new adjustments are added and refreshed for inclusion in the submission, and having a backup file from the export can save significant time and effort.
- **BRS Validations.** Prepare for the most common BRS module validation errors. Try submitting the BRS but omit the Workflow comment to ensure failed validation (so the submission does not go through before the agency is ready). This will bring up any validation rules the BARS data is failing, enabling coordinators to identify wider issues with the budget submission (i.e. validations).
  - Contractual FTEs are at least \$20,000 in salary per 1.00 FTE
  - Comptroller subobject 0192 equals \$0 across the entire agency
  - Target lock requirements must be met (these can be reviewed in the Targets Tab of the BRS)
  - Reduction target totals are met via Reduction adjustments within the submission (though note there are no reduction targets for FY 2024).
- **Other Data Checks Not Completed by BARS.** While BARS ensures submission data quality in many ways, there are certain rules of budget submission that BARS cannot validate. OBA will therefore complete checks outside of the system following submission, and agencies should be mindful of these data requirements since BARS will not check them:
  - Actuals. Please make sure that agency actuals Expenditure data matches FMIS (the DAFR 6000) at the program/fund type level. Also, please do not submit data with negative actual expenditures at the object level.

- Spending Mandates. Most of these have target locks established in the system, but please be mindful to ensure that all mandates are fully funded.
- Scheduled Subobjects. These subobjects have a schedule outlined in instructions or provided separately by the Treasurer's Office: 0698, 0704, capital leases (1021, 1041, 1121, or 1141), 1302, and 1303. Please budget in line with the provided schedules.
- Turnover. Review agency budget data to make sure that it is reasonable. For example, if positions were moved that the negative turnover (0189 or 0289) values moved with them.
- Vehicles (0701). Make sure that the budget matches the DA-8 form at the subprogram/fund type level.
- Reclassification (0112). Agencies should have a specific plan for included funding, as OBA analysts will ask for such a plan.

**B.2 Checklist of Submission Requirements**

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. Please use this checklist for reference of what budget submission requirements are still required to be submitted electronically outside of the BARS system. **New this year:** The list also includes data checks that BARS does not validate but agencies should review themselves prior to submitting.

**Even if the OBA analyst is handling submission for the agency in BARS, agencies must 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 2024 budget request, and attach the listed documents and forms in that message.**

Email Attachment Requirement		Applicable To
<input type="checkbox"/>	Organizational Chart	All agencies
<input type="checkbox"/>	<b>NEW:</b> MOUs or Emails documenting proof of (see Section I.1.1) planned Reimbursable Funds (RFs)	Agencies requesting RFs
<input type="checkbox"/>	DA-8: Motor Vehicle Operation & Maintenance. Please also ensure that the form matches BARS data (0701) at the subprogram/fund type level.	Agencies requesting replacement or new vehicles
<input type="checkbox"/>	DA-25A and DA-25B: Pay Plan Adjustment or New Classification Request: <u>Justification</u> , and <u>Details &amp; Summary</u>	Agencies requesting ASRs
<input type="checkbox"/>	DA-27: Indirect Cost Recovery and Reversion Reporting	All agencies
Data Checks		Applicable To
<input type="checkbox"/>	Actuals. Ensure that agency actuals Expenditure data matches FMIS (the DAFR 6000) at the program/fund type level.	All agencies
<input type="checkbox"/>	Actuals. Ensure that there are no negative expenditures at the object level.	All agencies
<input type="checkbox"/>	Mandates. Make sure that they are fully funded.	All agencies
<input type="checkbox"/>	Scheduled Subobjects. These subobjects have a schedule outlined in instructions or provided separately by the Treasurer’s Office: 0698, 0704, capital leases (1021, 1041, 1121, or 1141), 1302, and 1303. Please budget in line with the provided schedules.	All agencies
<input type="checkbox"/>	Turnover. Review agency budget data to make sure that it is reasonable. For example, if positions were moved that the negative turnover (0189 or 0289) values moved with them.	All agencies
<input type="checkbox"/>	Reclassification (0112). Agencies should have a specific plan for included funding, as OBA analysts will ask for such a plan.	All agencies

**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 2, and should be emailed to [oba.mfr@maryland.gov](mailto:oba.mfr@maryland.gov) and the OBA analyst by that date.**

### **B.3 Documentation Requirements**

#### *B.3.1 Organizational Charts*

Section 26 of the FY 2024 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. The file 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.

#### *B.3.2 Local Aid*

Agencies that distribute local aid are required to include in the budget submission an estimated and preliminary distribution of local aid for FY 2022 actual expenditures, the FY 2023 appropriation, and the FY 2024 request.

The submission should include the supporting documentation that was used to arrive at the distributions in each fiscal year. Between the submission of the budget request and the end of December 2022, any additional information that would affect the distribution of local aid in the request year should be submitted to the assigned DBM budget analyst and to Nathan Bowen (OBA Local Aid Coordinator) at [Nathan.bowen@maryland.gov](mailto:Nathan.bowen@maryland.gov).

As the Governor’s Allowance is finalized, DBM will ask the agency to submit revised distributions based on the allowance. The budgets that contain local aid include:

BUDGET	STATEWIDE PROGRAMS
D21A0102	Governor’s Office of Crime Prevention, Youth, and Victim Services, Local Law Enforcement Grants
D21A0103	Governor’s Office of Crime Prevention, Youth, and Victim Services, State Aid for Police Protection Fund
D26A0702	Senior Citizens Activities Centers Operating Fund
D38I0103	State Board of Elections (Voting System Funding)
D50H0106	Fire, Rescue, and Ambulance Fund
J00A0102	Operating Grants-In-Aid/Payments in Lieu of Taxes (PILOT)
J00B0105	County and Municipality Funds (Highway User Revenues)
J00H0106	Statewide Programs Operations
K00A0401	Revenue Equity Program
K00A0505	Land Acquisition and Planning (Instant Bingo Revenue to Calvert County)

K00A1001	Critical Area Commission
M00F0207	Targeted Local Health Services
M00F0304	School-Based Health Centers (K-12 Blueprint)
M00L0102	Behavioral Health Crisis Response
M00R0103	Coordinated Community Supports (K-12 Blueprint)
P00E0102	Maryland Racing Commission –Division of Racing
P00E0106	Video Lottery Terminal (VLT) – Local Impact Grants
P00G0114	Adult Education
Q00A0104	Emergency Number Systems (911) – State Grant
Q00G0001	Police and Correctional Training Commissions – General Administration (Law Training Center Grants)
R00A02--	Aid to Education (All programs with General Funds or Education Trust Funds)
R00A0602	School Safety Aid
R00A0702 & 03	School Construction Aid
R11A1102, 03, & 04	Aid to Libraries
R62I00--	Aid to Community Colleges – Formula, Special Grants, and Fringe Benefits
W00A0108	Vehicle Theft Prevention Council

*B.3.3 Indirect Cost Recovery and Reporting Requirements*

**All agencies receiving Federal Funds must determine whether the funds are eligible for indirect cost recovery.** Once such eligibility is established, the agency must initiate, negotiate and establish an indirect cost recovery rate with the federal government. A copy of the latest approval letter from the relevant federal agency must be submitted to DBM.

Agencies are instructed to budget for internal indirect cost recoveries only after notifying the assigned DBM budget analyst of the intent to do so. No agency may budget the use of Statewide Indirect Cost Recoveries. **ALL STATEWIDE INDIRECT COST RECOVERIES MUST BE REVERTED TO THE GENERAL FUND.**

**DA-27 Form Detail Requirements**

**All agencies** must complete a DA-27 form (even if there are no recoveries to report). Agencies should use the DA-27 form to specify the exact amounts and types of indirect cost recoveries and reversions made. Data should be provided at the program level and totaled to the unit level and the agency level. **Please report actual data for FY 2022, as well as estimates for FY 2023 and FY 2024.** The following information will be required:

1. List the **Statewide Indirect Cost Recoveries**. This is the amount of total recoveries allocated to Statewide Indirect Costs. The allocation percentage is determined by dividing the amount of Statewide Indirect Costs used in the Indirect Cost Allocation Plan by the total amount of indirect costs used in the calculation of the **Federally Approved Indirect Cost Recovery Rate**. The resulting percentage is the **Federally Approved Statewide Cost Recovery Rate**. Please note that both of these rates are required in the two farthest right columns of the DA-27 form.

2. List the **Internal Indirect Cost Recoveries**. This is the amount remaining from total indirect cost recoveries after Statewide Indirect Cost Recoveries have been subtracted.
3. Report the amount of Indirect Cost Recoveries **reverted to the General Fund**. This amount should not be less than the amount of Statewide Indirect Cost Recoveries, but may be more.
4. Report the amount of **Indirect Cost Recoveries Retained by the Agency**. This amount should be no greater than the amount of Internal Indirect Cost Recoveries, but may be less.

Copies of the **DA-27 form** and the most current **Negotiated Agreement Letter** must be included in the agency's budget submission, and electronic copies of the DA-27 form and the most current agreement letter must be sent to Michelle Pack, [michelle.pack2@maryland.gov](mailto:michelle.pack2@maryland.gov), and the OBA budget analyst. This information is reported in Appendix I of the Governor's Budget Highlights Book.



## **B.4 Fund File for Non-General Funds**

Many agencies have revenue from sources other than the General Fund in the budget request - special, federal, reimbursable, and non-budgeted funds. In BARS, the fund source detail is specified on the “Revenue Tab” in each adjustment, and thus may interchangeably be referred to as “Revenue Data.” All agencies must provide fund source detail in BARS that reconciles with the budget submission (Expenditure data) fund type splits at the program level.

**For the FY 2024 Budget Submission, all agencies are required to complete the “Fund Balance” Tab in the Budget Request Submission (BRS) module to submit income and balance data for all Special and Federal fund sources. The FY 2024 budget request cannot be submitted in BARS without this information.**

BARS requires that fund source detail be provided in every adjustment made, which means that agencies no longer need to submit separate fund source detail in an Excel template. While users will specify fund sources as they work, they will also have the opportunity to create revenue-only adjustments before submission to DBM to adjust the fund source breakdown after viewing the entire budget submission in aggregate.

### **Non-General Fund Submission Requirements**

#### **1. Fund Source Detail by Program:**

Users must specify in each BARS adjustment. There is also an opportunity to realign if necessary before submitting the entire Budget Request Submission using one final adjustment that fixes fund source detail per year.

#### **2. Fund Source Income and Balance Data for Special and Federal Funds:**

Provide the prior year fund balance and three years of income (PY actual and CY/BY estimates) for each individual special and federal fund source. This is done in the BRS module prior to submission of the entire budget.

BARS will verify that the expenditure amounts submitted in the fund file are exactly the same as the expenditure amounts reported in the budget files at the program level.

#### ***B.4.1 Updating Fund Source Detail by Program in BARS***

For FY 2024, BARS currently has fund source detail by program that rolled over with the FY 2023 budget data to create the starting point for FY 2024. To the extent DBM created non-General Fund target adjustments, specific fund sources were indicated by the OBA analyst creating the adjustment. This means that, like the budget detail, the fund detail already has a “baseline” and all actions made to change the budget will be adjustments against that baseline.

To help agencies manage fund sources used in the budget, the following tools will be provided:

- The “Fund Balance” tab in the Budget Request Submission module in BARS, which aggregates fund and revenue detail from all adjustments across all three submission years that have been bundled for the submission, and
- Reports and ad-hoc templates that aggregate all the fund detail and will also show if a fund is overspent once users provide opening balance and income information for the fund (see #2 below).

If, when seeing all the fund detail in aggregate, the agency wishes to adjust the level each fund source supports each program, a BARS adjustment can be created that makes NO changes to expenditures and only updates revenues.

**B.4.2 Updating Fund Source Income and Balance Data (Special Funds and Federal Funds)**

BARS requires agency submitters to enter opening balance data for FY 2022 as well as actual income for FY 2022 and estimated income for FY 2023 and FY 2024 for each individual special and federal fund source. With these four numbers, BARS can generate the balance, income, and expenditure summary information for each fund, which is a mandatory piece of the submission and a requirement from both DBM and DLS. Agencies must complete this part of the submission for all special funds as well as relevant multi-year federal fund block grants. For federal funds, agencies should report the balance as the remainder/carryover of spending authority on a multi-year grant, as federal funds do not technically have a “balance.”

This information is entered in the “Budget Request Submission” module where agencies can review the budget request in aggregate before submission to DBM. Please see the BRS guide for step-by-step instructions on how to use the Budget Request Submission module and populate your agency’s fund source income and balance data. Contact your OBA analyst if you have any additional questions about how to enter this data.

Agencies are responsible for...

Fund Revenue	A		B		C		D				
	Fund Source	FY 2019 Starting Balance	FY 2019 Revenue	FY 2019 Expenditures	FY 2020 Starting Balance	FY 2020 Revenue	FY 2020 Expenditures	FY 2021 Starting Balance	FY 2021 Revenue	FY 2021 Expenditures	FY 2021 Closing Balance
44 93 600 Head Start	50	\$135,969	\$135,969	\$0	\$126,912	\$126,912	\$0	\$126,911	\$126,911	\$0	\$0
45 93 936 Cooperative Agreements to Supp	50	\$83,955	\$0	\$83,955	\$83,571	\$83,571	\$83,955	\$83,513	\$83,529	\$83,948	\$83,948
46 96 001 Social Security Disability Insuran	50	\$38,824,240	\$38,824,240	\$0	\$45,198,114	\$45,198,114	\$0	\$44,940,558	\$44,940,558	\$0	\$0
47 96 006 Supplemental Security Income	50	\$5,847,931	\$5,847,931	\$0	\$6,128,813	\$6,128,813	\$0	\$6,075,774	\$6,075,774	\$0	\$0
48 AA R00 Federal Indirect Costs	50	\$2,122,423	\$2,122,423	\$0	\$1,817,850	\$1,817,850	\$0	\$2,019,310	\$2,019,310	\$0	\$0
49 AB R00 National Association of Educatio	50	\$99,213	\$99,213	\$0	\$163,370	\$163,370	\$0	\$163,370	\$163,370	\$0	\$0
50 R00309 Special Indirect Costs	50	\$595,000	\$595,000	\$0	\$39,362	\$39,362	\$0	\$39,364	\$39,364	\$0	\$0
51 R00301 Third Party Recoveries-Vocatio	50	\$62,167	\$62,166	\$1	\$129,757	\$122,572	\$7,186	\$122,573	\$122,573	\$7,186	\$7,186
52 R00305 Fees	50	\$203,396	\$189,211	\$14,185	\$344,104	\$340,950	\$3,154	\$334,611	\$342,914	\$28,099	\$28,099
53 R00309 Blind Vendors Program	50	\$2,811,701	\$2,811,701	\$0	\$4,914,338	\$4,914,338	\$0	\$4,913,902	\$4,938,802	\$0	\$0
54 R00312 Maryland Public Secondary Sch	50	\$353,207	\$353,207	\$0	\$406,664	\$406,664	\$0	\$419,534	\$419,534	\$0	\$0
55 R00328 Blue Ribbon Schools	50	\$34,840	\$23,115	\$11,725	\$40,378	\$40,378	\$11,725	\$40,807	\$40,807	\$11,725	\$11,725
56 R00332 National Board for Professional	50	\$355,803	\$216,717	\$139,086	\$261,115	\$260,060	\$1,055	\$300,000	\$300,000	\$1,055	\$1,055
57 R00347 Public Education Partnership Fu	50	\$427,254	\$427,255	\$0	\$1,246,919	\$1,246,919	\$0	\$1,328,944	\$1,328,944	\$0	\$0
58 R00355 Teacher of the Year	50	\$284,954	\$284,954	\$0	\$291,500	\$291,500	\$0	\$294,603	\$294,603	\$0	\$0
59 R00356 Web Based Learning	50	\$88,756	\$73,888	\$14,868	\$228,877	\$228,877	\$0	\$115,075	\$117,547	\$12,472	\$12,472
60 R00364 Medical Assistance Administrati	50	\$1,207,070	\$1,135,830	\$71,240	\$1,235,514	\$1,235,514	\$0	\$1,235,514	\$1,235,514	\$0	\$0
61 R00365 Public Boarding School - SEED	50	\$5,091,840	\$5,091,840	\$0	\$5,205,514	\$5,205,514	\$0	\$5,205,514	\$5,205,514	\$0	\$0
62 R00366 Licensing Fees	50	\$1,538,950	\$1,474,547	\$64,403	\$1,474,547	\$1,474,547	\$0	\$1,474,547	\$1,474,547	\$0	\$0
63 SWF305 Cigarette Restitution Fund	50	\$12,672,078	\$12,672,078	\$0	\$12,666,000	\$12,666,000	\$0	\$12,200,205	\$12,200,205	\$0	\$0
64 SWF318 Maryland Education Trust Fund	50	\$555,803,155	\$555,803,155	\$0	\$483,795,337	\$415,815,972	(\$67,979,365)	\$291,906,726	\$291,906,726	(\$67,979,365)	(\$67,979,365)
65 All Other - Includes Off-Budget and Unallocated Revenue	50	\$17,391,916	\$1,719,278,863	\$1,719,059,896	\$17,810,880	\$2,037,189,515	\$2,045,296,268	\$9,595,139	\$2,012,528,661	\$2,037,733,006	(\$15,699,216)

These columns are auto-populated by your selected adjustments

- Before final submission to DBM, agencies should review whether there are negative ending fund balances in any fiscal year – if there are, please contact your OBA analyst ahead of the submission to explain why.
- Special Fund beginning balances entered in BARS must match figures in FMIS.
- Agencies should keep in mind rules that govern various special funds when budgeting funds in FY 2024 and when reporting income and balances. Some special funds cannot carry a balance, and any remaining unspent revenue is reverted to the General Fund, while other special funds have

percentage limits of what amount of revenue can be kept as fund balance for use in the next fiscal year.

**B.4.3 Special Funds**

For special funds unique to a specific agency, use the first three characters of the R\*STARS Financial Agency Code followed by a unique 3-digit code that will be in the range of 301-450. **Agencies must submit a list of any new or revised fund source codes and titles to the OBA Budget Processing Team (BPT) with a copy to the OBA analyst.** Codes should be *clearly* and *separately* labeled as “NEW” and/or “REVISED.” BPT email: [dlbudgethelp\\_dbm@maryland.gov](mailto:dlbudgethelp_dbm@maryland.gov).

**Statewide special funds** are not unique to any agency and use the following codes. Agencies planning to include statewide funds in their FY 2024 Budget Request **must confirm funding availability** with their DBM budget analyst.

Code	Statewide Fund Name
swf302	Major Information Technology Development Project Fund (do not include any new, requested projects; only ongoing projects use this code)
swf305	Cigarette Restitution Fund
swf307	Dedicated Purpose Fund
swf309	Chesapeake Bay Restoration Fund
swf310	Rate Stabilization Fund
swf313	Higher Education Investment Fund
swf314	State Police Helicopter Replacement Fund
swf315	Chesapeake Bay 2010 Trust Fund
swf316	Strategic Energy Investment Fund – RGGI
swf317	Maryland Emergency Medical System Operations Fund
swf318	Maryland Education Trust Fund
swf319	Universal Service Trust Fund
swf320	Speed Monitoring Systems Fund
swf321	Video Lottery Terminal Proceeds
swf322	Housing Counseling and Foreclosure Mediation Fund
swf323	Fair Campaign Finance Fund
swf324	Mortgage Loan Servicing Practices Settlement Fund
swf326	Public Utility Customer Investment Fund
swf327	Contingent Fund
swf329	Strategic Energy Investment Fund - Animal Waste Compliance Payment
swf330	Strategic Energy Investment Fund - Other
swf331	The Blueprint for Maryland’s Future Fund
swf332	not in use
swf333	Dedicated Purpose Account - Covid 19
swf334	Rainy Day Fund – COVID-19
swf335	Marketplace Facilitator Revenue
swf336	Recovery Now Fund
swf337	Sports Betting Application Fees

*B.4.4 Federal Funds*

Agencies should use the six-character Catalog of Federal Domestic Assistance (CFDA) number, which is five digits plus a decimal point. **Please report any new CFDA numbers and Fund Names to the OBA Budget Processing Team (BPT) and the OBA budget analyst.** For Federal Funds that do not have a CFDA number, use a code in the format aa.rst where “rst” is the R\*STARS Financial Agency Code (e.g., Q00).

Examples:       97.072   National Explosives Detection Canine Team Program  
                   17.503   Occupational Safety and Health-State Program  
                   20.233   Border Enforcement Grants  
                   93.778   Medical Assistance Program

*B.4.5 COVID-19 Data - Federal Funds*

For federal funding associated with the COVID-19 Coronavirus Aid, Relief and Economic Security (CARES) Act, the Families First Coronavirus Response Act, the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA), and the American Rescue Plan Act (ARPA), Agencies should use legislation-specific coding to indicate each of these initiatives as federal funds in agency budgets. Additional guidance is provided in Section B.5.

*B.4.6 Reimbursable Funds*

Agencies should typically use the six-character R\*STARS appropriation code for the agency and unit that is the source of funds. For reimbursable activity where funding is from many agencies, for example “print shops,” the fund code will be the first three characters of the agency R\*STARS Financial Agency Code, followed by a unique three-digit code in the range of 901-999.

Agencies must verify that any requested Reimbursable Fund amounts are in the budgets of agencies providing the funds. When submitting budget requests, include copies of the appropriate signed reciprocity agreements.

**For new reimbursable fund agreements, agencies must notify DBM of any reimbursable fund agreements where the source funds originate as general funds. In order for reimbursable fund amendments to occur for FY 2023, supporting budgetary language must be authorized via legislation and primarily via the Budget Bill. DLS will not approve reimbursable fund amendments with general funds as the source funds after the end of the Legislative Session.**

*B.4.7 Non-Budgeted Funds*

Each agency using non-budgeted funds must include a separate program statement providing a description of any current and proposed activity to be financed with non-budgeted funds. All funds received from special and federal sources must be reported in the agency’s operating budget request and reflected in programs summarizing the various sources.

*B.4.8 Additional Notes for All Agencies*

**NOTE: Institutions of Higher Education** must provide an income listing in two forms:

- Form 1: Summary of Current Unrestricted and Restricted Funds equal to amounts expended, appropriated, or requested, in accordance with the *Financial Accounting and Reporting Manual* of the National Association of College and University Business Officers (NACUBO).
  - Form 2: Revenue Analysis listing tuition, fees, and revenues generated by fiscal year. Total revenue reported usually exceeds a given year's expenditures with differences reported as fund balance.
- 
- **In the ongoing attempt to decrease the number of budget amendments**, agencies relying on special fund and federal fund revenue should **carefully evaluate revenue and expenditure expectations** before submission of the budget request. A careful evaluation of cash flow needs will enable each agency to provide reasonable estimates of special and federal fund revenue.

## B.5 Federal Relief Funds (COVID-19 Stimulus) Guidance

For the FY 2024 Budget Submission, all agencies that have received federal COVID-19 relief funds are required to submit the budget with legislation-specific coding in each fiscal year. The intent is to capture and record the difference in the budget detail where federal relief funds have been received and expended. These funds are aggregated as total Federal Funds in the “Fund Balance” Tab in the Budget Request Submission (BRS).

For the FY 2024 Budget Submission, agencies should not include additional federal relief funds as part of the agency base budget request for FY 2024. Instead, agencies should request an over-the-target for federal relief funds required in FY 2024 or a budget amendment for funds required in FY 2023. For additional guidance, please contact your OBA budget analyst.

This section provides additional guidance for all of the following federal relief bills:

- Coronavirus Aid, Relief, and Economic Security (CARES) Act
- Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA)
- American Rescue Plan Act (ARPA)

**For any new federal relief funds, including federal relief funds utilizing existing fund sources, contact [DLBudgetHelp\\_DBM@maryland.gov](mailto:DLBudgetHelp_DBM@maryland.gov) (cc your budget analyst) to set up a new federal fund CFDA code related to any federal relief funds in BARS.**

1. In the “Subject” line, input: New FF CFDA – CARES - ##.###.
2. In the Body of the email, provide the name of the CFDA and confirm which relief act the funds are sourced from.
3. If the CFDA code existed pre-COVID-19 relief under Fund 05 (FF) and is now also using federal relief funds, this new CFDA code will now receive a MD-specific alphabetical coding to indicate that it is a federal relief funding stream.  
Some existing CFDA codes have an established alphabetical coding. Please use the following coding structure for entry into BARS.

- |              |   |
|--------------|---|
| ➤ CARES Act: | CFDA ##.### <u>C</u> ; Fund 05 <u>25</u> in FMIS; Fund <u>25</u> ( <u>FC</u> ) in BARS. |
| ➤ CRRSAA:    | CFDA ##.### <u>D</u> ; Fund 05 <u>35</u> in FMIS; Fund <u>35</u> ( <u>FD</u> ) in BARS. |
| ➤ ARPA:      | CFDA ##.### <u>E</u> ; Fund 05 <u>45</u> in FMIS; Fund <u>45</u> ( <u>FE</u> ) in BARS. |

4. Once a confirmation email has been received from the Budget Processing Team (BPT) [DLBudgetHelp\\_DBM@maryland.gov](mailto:DLBudgetHelp_DBM@maryland.gov), the agency is free to use this source and coding in BARS for federal relief related expenditures. Please see Section A.4 for guidance regarding personnel expenditures using federal relief funds.

This guidance applies only to those agencies eligible for direct federal CARES, CRRSA, and/or ARPA funding **and** any agency being reimbursed by MDH for COVID-19 Relief Fund expenditures. Federal guidance for ARP State and Local Fiscal Recovery Funds can be found at the following URL: <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments>.

Additional resources for individual program grants at various federal agencies can be found on the National Association of State Budget Officers website at the following URL:

<https://www.nasbo.org/resources/covid-19-relief-funds-guidance-and-resources#ARP>. As always, please reach out to your OBA analyst if you are unsure which guidance applies to your agency.

## **B.6 BARS Guidance, Agency Adjustment Types, and Submission Resources**

### **General Guidance for Working in BARS**

While DBM is providing some basic guidance and ideas for how to approach the budget request, we recognize that each agency will complete the request in BARS differently. The following content provides an approach to using the BARS system among several possible approaches. DBM encourages agencies to share best practices internally and with DBM and agency colleagues as Maryland continues to refine and improve its guidance for budget submission through BARS.

### **BARS Agency Help Guide**

Guide: <https://dbm.maryland.gov/budget/Documents/operbudget/2024-instructions/BARS-Agency-Help-Guide.pdf>

DBM requests that agencies follow a tiered system of user assistance depending on the type of issue they face in BARS, with their OBA analyst providing direct support in almost all instances.

### **Stages, Statuses, and the Adjustment Paradigm**

Guide: <https://dbm.maryland.gov/budget/Documents/operbudget/2024-instructions/BARS-Stages-Statuses-Adjustment-Paradigm.pdf>

Video: <https://youtu.be/MA8-hqAZmvs>

BARS operates on an adjustment basis, utilizing individual workflows called “adjustments” to enter data into the system. This guide includes information for processing adjustments and knowing when detail in the system is “final.”

### **Explaining Adjustment Types**

Guide: <https://dbm.maryland.gov/budget/Documents/operbudget/2024-instructions/BARS-Explaining-Adjustment-Types.pdf>

Video: <https://youtu.be/axc61g1rK5w>

BARS includes a variety of adjustment types that dictate the method and point and time that certain types of data are entered into the budget. A short reference guide is appended at the end of this section.

### **Creating an Adjustment**

Guide: <https://dbm.maryland.gov/budget/Documents/operbudget/2024-instructions/BARS-Creating-Adjustment.pdf>

Video: <https://youtu.be/6hgXNqioctw>

Each adjustment has individual pieces of data that indicates which agency, which fiscal year, and which part of the budget (Positions, Contractual Positions, Contracts and Grants, Real Estate, General Expenditures, and Fund Sources) is being impacted by the adjustment. There are always minimum data requirements in order to submit an adjustment successfully.

### **Adjustment Validations**

Guide: <https://dbm.maryland.gov/budget/Documents/operbudget/2024-instructions/BARS-Adjustment-Validations.pdf>

Video: <https://youtu.be/iUe6sAYySiw>

Each adjustment also has individual pieces of data that comprise those minimum data requirements, called “validations.” Depending on what the user would like to do, different validations may trigger to ensure sufficiency of included information. Many of these are self-explanatory, while a select few require a deeper knowledge of the interactions between pieces of an adjustment.



### **Using the Import/Export Function**

Guide: <https://dbm.maryland.gov/budget/Documents/operbudget/2024-instructions/BARS-Using-Import-Export-Function.pdf>

Video: <https://youtu.be/Y0Vo91DJV2w>

Users are able to export data from BARS into Microsoft Excel and import data back into the system, which can expedite data entry and/or analysis. Excel is among the fastest ways to manage the detail in BARS, which is arranged into grids that must be adjusted manually to implement any changes. There are many rules to using the import/export function, and the method differs in certain tabs.

### **Position Reconciliation for FY 2024**

Guide: <https://dbm.maryland.gov/budget/Documents/operbudget/2024-instructions/BARS-Position-Reconciliation-Guide.pdf>

Video: [https://youtu.be/m0g\\_5vaXjx8](https://youtu.be/m0g_5vaXjx8)

Position Reconciliation is the process by which agency users update all of their budgeted positions in BARS to match current locations, class codes, etc., largely by copying data brought in from Workday. It is a point-in-time process that ensures that the FY 2024 budget is based off of the most recent personnel data.

### **Contractual Positions**

Guide: <https://dbm.maryland.gov/budget/Documents/operbudget/2024-instructions/BARS-Contractual-SD.pdf>

Video: <https://youtu.be/9Dm053BZgkA>

Agencies use the Contractuals Supporting Detail (SD) tab to adjust FTE and salary information for budgeted contractual positions across the three years of the budget request. Note that contractual positions must always maintain a minimum of a \$20,000 to 1.00 FTE ratio. If the budgeted salary is less than that threshold, then a partial FTE must be used.

### **Contracts/Grants**

Guide: <https://dbm.maryland.gov/budget/Documents/operbudget/2024-instructions/BARS-ContractsGrants-SD-tab.pdf>

Video: TBD

Agencies are required to enter all object 08 contracts and object 12 grants into the BARS budget system in a separate SD tab. Each budgeted contract must be labeled with a name that indicates the contract's purpose and links to a separate database (see below) with other information including vendor, a contract description, total cost, etc.

### **Contracts/Grants Maintenance**

Guide: <https://dbm.maryland.gov/budget/Documents/operbudget/2024-instructions/BARS-Maintain-Contracts-Grants-Module.pdf>

Video: <https://youtu.be/MA8-hqAZmvs>

Agencies must provide detail for all contracts and grants over \$50,000, including description data and the term of the contract and/or grant. The Maintain Contracts and Grants module holds this data and allows agencies to maintain its own library of contracts and grants for use in the Contracts/Grants SD tab.

### **Real Estate**

Guide: <https://dbm.maryland.gov/budget/Documents/operbudget/2024-instructions/BARS-Real-Estate-SD-Tab.pdf>

Video: TBD

Agencies must enter all comptroller subobject 1301 non-DGS leases into the Real Estate SD tab. Each budgeted lease must be labeled with a name that indicates the location of the building and links to a separate database (see below) with other information including address, square footage, etc.

### **Real Estate Maintenance**

Guide: <https://dbm.maryland.gov/budget/Documents/operbudget/2024-instructions/BARS-Maintain-Real-Estate-Leases-Module.pdf>

Video: <https://youtu.be/S0gmLk5oqrc>

Similar to the contracts/grants process, agencies should have developed a list of real estate leases that have a specific duration, total cost, description, name, and cost of the lease. The Maintain Real Estate Leases module holds this data and allows agencies to maintain its own library of non-DGS leases for use in the Real Estate SD tab.

### **Turnover Tab**

Guide: <https://dbm.maryland.gov/budget/Documents/operbudget/2024-instructions/BARS-Turnover-Tab.pdf>

Video: <https://youtu.be/OrDN3BF3rWw>

This tab enables an agency to calculate the cost of changing budgeted turnover rates at the subprogram, program, unit, or agency-wide level. Agencies can then populate these calculated cost impacts into an adjustments' Expenditure (budget) information. Note that the turnover on this tab is only for permanent positions (0189) not for contractual positions (0289).

### **Revenue Tab and Realigning Revenues**

Guide: <https://dbm.maryland.gov/budget/Documents/operbudget/2024-instructions/BARS-Revenue-Tab-Realigning-Funds-Revenues.pdf>

Video: [https://youtu.be/C\\_kRFyGvMps](https://youtu.be/C_kRFyGvMps)

In BARS, all Expenditures must match Revenues by fund type at the program level, enabling DBM to compile the fund information published in the budget books. This fund source data is entered on the Revenue tab of every adjustment that impacts non-general funds.

### **BARS Ad-Hoc Guide and Data Dictionary**

Excel and Pivot Tables Guide: <https://dbm.maryland.gov/budget/Documents/operbudget/2024-instructions/BARS-Using-Excel-and-Pivot-Tables.pdf>

Video: <https://youtu.be/w1nIRraJCSQ>

BARS ad-hoc reports are Excel pivot tables that link directly to information in BARS. Virtually all information in BARS can be pulled into an ad hoc, enabling users to quickly review information across agencies and years. Due to the numerous fields, agency users that are unaccustomed to pivot tables or BARS are encouraged to use the BARS Data Dictionary as a guide for this incredibly powerful tool.

### **Submitting the Budget Request**

Guide: <https://dbm.maryland.gov/budget/Documents/operbudget/2024-instructions/BARS-Submitting-the-Budget-Request.pdf>

Video: [https://youtu.be/IKMmu34D\\_Alg](https://youtu.be/IKMmu34D_Alg)

Once all of the adjustment detail has been entered into BARS pertaining to the budget request, an agency then “bundles” these adjustments and aggregates them through the Budget Request Submission (BRS) module that is used to submit the request and actuals to DBM. This compiled submission runs additional validation checks prior to submission to confirm that the budget submission as a whole is valid and sufficient, including checks to determine if the general fund target or other target “locks” have been

exceeded. This budget submission method represents the final step in the agency budget submission before it is received by DBM analysts.

**Creating an Amendment – Budget Amendments**

Guide: <https://dbm.maryland.gov/budget/Documents/operbudget/2024-instructions/BARS-Creating-Budget-Amendment.pdf>

Video: <https://youtu.be/aBHwmSAgf3A>

DBM now requires that agencies submit budget amendments utilizing BARS—with the exception of amendments for higher education institutions and year-end closing amendments. DBM continues to work to maintain the Working Appropriation and keep it as updated as possible to limit massive changes when agencies are required to finalize their Actuals for the Budget Request Submission. For those agencies who do not have access to BARS and need to process an amendment, DBM requires that the agency work with their OBA analyst to submit the amendment through BARS on their behalf.

**Various Reports**

Subobject Analysis Guide: <https://dbm.maryland.gov/budget/Documents/operbudget/2024-instructions/BARS-Using-Reports-Subobject-Analysis-Report.pdf>

3-Year Agency Report Guide: <https://dbm.maryland.gov/budget/Documents/operbudget/2024-instructions/BARS-Using-Reports-3Year-Report.pdf>

Position Detail Report Guide: <https://dbm.maryland.gov/budget/Documents/operbudget/2024-instructions/BARS-Using-Reports-Position-Detail-Report.pdf>

In addition to ad-hoc reporting in Excel, BARS provides a variety of easy-to-use reports that are pre-formatted to appear similar to reports from past budget cycles. These reports can provide a shortcut to much of the information located within the grids, and can even show information before it has been “Released” and finalized in the grids. DBM recommends a combination of pre-formatted reports and ad-hoc reports to provide a full sense of the budget prior to the budget submission.

**Reference: Agency Adjustment Types in BARS**

Adjustment Type	Description	PY	CY	BY	Stage	OBA Approval?
Agency Actuals Adjustment	Allows an agency to adjust their stated actuals for the Prior Year in whatever way they need to.	Y	N	N	Agency Actuals	N
CY Adjustment	Allows CY adjustments which are not budget amendments (i.e., realigning within program by fund type). Not a requirement for the budget request.	N	Y	N	Agency Working	N
Deficiencies	Agency deficiency requests for the Current Year.	N	Y	N	Agency Add'l Working	Y

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Adjustment Type	Description	PY	CY	BY	Stage	OBA Approval?
Agency Adjustments	These are changes which agencies submit as an adjustment which do materially change programs, but on net fall within an agency's target (e.g. a reorganization between programs).	N	N	Y	Agency Request	N
Over the Target Requests	Agency "Over the Target" additional funding requests.	N	N	Y	Agency Add'l Request	Y
Reduction Options	Reduction options submitted by an Agency to meet its reduction target.	N	N	Y	Agency Add'l Request	Y
Position Reconciliation	Allows an agency to perform a position reconciliation which does not allow net changes to FTE counts. These are the only adjustments that may be submitted outside of the Budget Request Submission module.	N	N	Y	Agency Request	N