

Attachment E

Tips for Completing Your FY26 Interagency Agreement Report

1. Start with your Agency's/Institution's FY25 report which can be found on Attachment D by using the sort columns Z (for Agency) and AA (for Institution) on the State Agreements tab. Delete any agreements that are not your Agency's/Institution's. This will leave you with all agreements reported for your Agency/Institution for FY25. Agencies remember to do the same for the Local Agreements tab using columns P and Q. Copy your FY25 report data over to the FY26 Attachment A report template.
2. Delete any Agreements that ended prior to the start of FY26, based on the end date in column E. Before deleting Agreements that ended prior to the start of FY25, be sure to confirm that there were no options exercised or modifications implemented that extended the Agreement into FY26. If the prior year Agreement was extended into FY26, update columns D, E, F and G as needed and leave the Agreement on the FY26 report.
3. Prior year Agreements that extended into FY26 or beyond, should remain on the FY26 report. Update end date and award amount columns as necessary for options and mods that were exercised during the reporting period. Also update columns P, Q and R to reflect FY26 data if you are a higher education institution.
4. Add any new Agreements that started in FY26. Note only add agreements that **exceed** \$100,000.
5. Please note that an Agreement for the same service may appear twice on the report if an Agreement ended during FY26, and a new replacement Agreement was implemented during FY26. Both the old and the new replacement Agreement would be reported. The Agreements would be reported under different IAAR Report Tracking numbers (column B).
6. Agencies – remember to report your agreements with local community colleges on the Local Agreements tab of the template. If you have an agreement with Baltimore City Community College, since BCCC is a state institution, it should be reported on Tab 1.
7. On the State Agreement tab, Agencies fill out all columns that have orange or blue headers. Institutions fill out all columns.
8. If you need more information regarding what goes in a particular column, consult the Transmittal and Instruction document or contact Mary Naramore mary.naramore@maryland.gov.