

C.2 Summary of MFR Submission Requirements for FY 2025

MFR COMPONENT	GUIDANCE	
Excel Template (ET)	Mandatory	Goals, objectives, and performance measures must remain the same in the DBM template. Requested changes will be considered on a case-by-case basis by the DBM budget analyst.
Mission	Mandatory	http://www.dbm.maryland.gov/Documents/MFR_documents/MFRGuidebook.pdf (Page 28)
Vision	Optional	http://www.dbm.maryland.gov/Documents/MFR_documents/MFRGuidebook.pdf (Page 41)
Key Goals	Mandatory	Agencies only need to submit agency-level goals, and program-level objectives and measures to support those goals.
Key Objectives	Mandatory	Objectives should be “SMART” – Specific, Measureable, Attainable, Results-Oriented and Time-bound. The Excel template will “roll-up” objectives under each goal. Include an explanatory endnote in the Excel template if a performance target in an objective has changed. Work with DBM to update the objective if the timeframe for an objective has passed (i.e. references to FY 2022 or prior). References to FY 2023 are OK to publish in the FY 2025 MFR, as it demonstrates whether the agency met its stated objective in the actual year.
Key Performance Measures	Mandatory	The performance measures included in the “MFR” data group have been determined with agency input as requested. Any later changes will be considered on a case-by-case basis by the DBM budget analyst. Agencies should update actual data for FY 2023, include estimates for FY 2024 and FY 2025, and double-check to ensure that data from past years is accurate. Include explanatory endnotes in the Excel template if actual data for a measure changed, estimated data is reported rather than actual data, or if a substantial change took place.
Performance Discussion (PD)	Mandatory	The agency may discuss overall performance or focus on specific programs or initiatives. Describe what performance data reveal about agency performance. Agencies must provide performance discussion on a per-measure basis in the Excel template, but only for those measures that have a notable trend to explain. Further guidance is provided in <u>Section C.3</u> .
Data Definitions and	Mandatory	Data definitions and control procedures are the first step toward ensuring data integrity.

Controls (DD&C)		Agencies must provide data definitions and control procedures for all “M” measures within the Excel Template. As a best practice, DBM recommends also recording this information for “D” measures. Further guidance is provided in Section C.3 .
Data Certification Statement (C)	Mandatory	Each agency must submit an electronic, PDF certification signed by the agency head or designee that certifies the integrity of the MFR data. The certification letter should include the agency name and budget code. DBM requires only one signed certification to certify the integrity of all of the agency’s data.