

1.3 CHECKLIST OF SUBMISSION REQUIREMENTS

(Attach to each budget submission)

This checklist should be completed and attached to the front of the budget submission. Submit one original and one copy of the budget request, including the following forms, by the submission date to Vanessa Plante-McDonald, 45 Calvert St., Room 243, Annapolis. Forms must be at the same level of detail as the budget submission.

Agency Checklist

- MFR documents must be submitted to oba.mfr@maryland.gov _____
- Organizational Chart (email to kurt.stolzenbach@maryland.gov & to analyst) _____
- Accomplishments (email to kurt.stolzenbach@maryland.gov & to analyst) _____
- Controlled subobjects must be budgeted at FY 2016 amount, by fund (see Section 1.2) _____
- Budget Amendments for FY 2016 **must be submitted by September 25, 2015** _____
- DA-1 Agency, Unit, Program Summaries (**contractual counts must be reconciled**) _____
- DA-2 Additional Justifications, Supplementary Material, or **Data for Appendices** in Budget Highlights book _____
- DA-2A Health Benefits _____
- DA-3A Estimate of non-General Fund expenditures
Must be reconciled with totals in the budget submission _____
- Forms DA-8, DA-8AF, and DA-8AP are only for new vehicles.** *Email to Kurt Stolzenbach: kurt.stolzenbach@maryland.gov and to the DBM budget analyst*
- DA-8 Motor Vehicle Operation & Maintenance _____
- DA-8AF Motor Vehicle Operation & Maintenance, Alternative Fuel _____
- DA-8AP Motor Vehicle Operation & Maintenance, Add-on Packages _____
- DA-20 Statement of Non-General Fund revenue. This may be a HOBO printout instead of the Excel Form. **It must reconcile with totals in the budget submission.** _____
- DA-21A Over-the-Target Request (**only if necessary and not to exceed three**) _____
- DA-21B Over-the-Target Request (Excel Form) _____
- DA-22 Contractual Employees (**This should reconcile to DA-1.**) _____
- DA-23 Schedule of Contracts/Interagency Agreements/Grants _____
- DA-24 Schedule of Real Property Leases _____
- DA-25A Pay Plan Adjustment or New Classification Request: Justification _____
- DA-25B Pay Plan Adjustment or New Classification Request: Details _____
- DA-25C Pay Plan Adjustment or New Classification Request: Summary _____
- DA-27 Indirect Cost Recovery and Reversion Reporting _____