



MARYLAND
DEPARTMENT OF
BUDGET & MANAGEMENT

LARRY HOGAN
Governor

BOYD K. RUTHERFORD
Lieutenant Governor

DAVID R. BRINKLEY
Secretary

MARC L. NICOLE
Deputy Secretary

June 21, 2016

TO: Interagency Agreement Report Coordinators
FROM: Mary Naramore *MN*
RE: Interagency Agreement Report for FY 2016

Section 29 of the Fiscal 2017 Budget Bill requires each State agency (Agency) and public institution of higher education (Institution) to report to the Department of Budget and Management (DBM), on or before August 1, 2016, any agreements in place for any part of FY16 between an Agency and Institution involving potential expenditures in excess of \$100,000 over the term of the agreement.

Reporting requirements for FY16 are the same as for FY15. Attached are instructions for reporting (Attachment A), a list of Agency and Institution acronyms to be used in assigning report tracking numbers (Attachments B1 and B2 respectively), an Agreement reporting template (Attachment C1), and a Finance and Administrative costs justification reporting template (Attachment C2). Also attached for your reference is a copy of the Consolidated Interagency Agreement Report for FY15 (Attachment D) and a list of those individuals who are responsible for reporting for Agencies and Institutions (Attachments E1 and E2 respectively).

Please note that **reports are due to DBM by August 1, 2016**. If you are able to report earlier, we would appreciate your doing so. Reports are to be submitted electronically to the following email address: dbm.iaar@maryland.gov. Please include the following in the subject line of your email: **“Reporting Agency or Institution Name - FY 16 Report”**. If you have no reportable agreements, please send an email indicating that your Agency/Institution has no agreements to report.

Thank you in advance for your efforts. If you have any questions about these reporting requirements please contact Jamie Tomaszewski by email (Jamie.Tomaszewski@maryland.gov) or by phone (410-260-7386).