

EXAMPLE

BUDGET ESTIMATES FY 2018

Dept. of Budget & Management
Budget Form DBM - DA-1 (Revised 5/16)
Budget Summary

Please submit original and 1 duplicate

State Agency or Group	Z00A01 Department XYZ
Institution or Unit	Z00A0101
Program No. or Title	Office of the Secretary

To be used for summary of:

- (1) entire agency
- (2) each major group
- (3) each institution or operating group
- (4) each program

	FY 2016 Actual	FY 2017 Appropriation	FY 2018 Request
Total Number of Authorized Positions	38.00	36.00	36.00
Total Number of FTE Contractual Positions	4.00	2.00	2.00
Original General Fund Appropriation	1,794,501	1,137,862	
Net General Fund Budget Amendments	35,852	35,800	
Current General Fund Appropriation	1,830,353	1,173,662	
Less: General Fund Reversion	-18,175		
Net Total General Fund Expenditure	1,812,178	1,173,662	1,693,125
Original Special Fund Appropriation	777,185	855,752	
Net Special Fund Budget Amendments	1,500,000	1,000,000	
Current Special Fund Appropriation	2,277,185	1,855,752	
Less: Cancellation	-1,000,500		
Net Total Special Fund Expenditure	1,276,685	1,855,752	759,569
Original Federal Fund Appropriation	500,000	500,000	
Net Federal Fund Budget Amendments	500,000	250,000	
Current Federal Fund Appropriation	1,000,000	750,000	
Less: Cancellation	-750,000		
Net Total Federal Fund Expenditure	250,000	750,000	500,000
Net Total Reimbursable Fund Expenditure			
Total Expenditure	3,338,863	3,779,414	2,952,694

Note: Net Total Expenditures for FY 2016 must match the amounts on the DAFR 6000.

EXAMPLE

BUDGET ESTIMATES
FISCAL YEAR 2018

Dept. of Budget & Management
Budget Form DBM-DA-2 (Revised 5/16)
Submit Original and 2 Duplicates

Page _____

Z00A01 Department of XYZ

(State Agency or Group)

Z00A0101

(Institution or Unit)

Z00A0101 Office of the Secretary

(Program No. and Title)

Travel

0401 In State Travel	Travel for staff to review operations in jurisdictions throughout the State. 12 staff x 4 trips per year each	9,000
0402 In State Conferences/Training	Face-painting workshop and supplies for 20 staff @ \$500 each; Training in magic tricks for 2 staff @ \$1,000 each.	12,000
Conferences/Training	Travel to annual XXX conference for Secretary and staff (20 people). Registration @ \$500 each, airfare @ \$400 each; lodging @\$300 each.	24,000
Total		45,000

EXAMPLE

BUDGET ESTIMATES FY 2018

Dept. of Budget & Management
Budget Form DBM-DA-2A (Revised 5/16)
Health Insurance Calculations

Please submit original and 1 duplicate

State Agency or Group Z00 Dept of XYZ
Institution or Unit Z00A0101
Program No. or Title All Programs

Step 1 - Enter total actual SWSO 0152 charges on payroll	=	<u>\$196,548</u>	
Please use Pay Period Ending 7/7/16			
Step 2 - Divide by number of Eligible Employees* on payroll ¹	/	<u>555</u>	
Please use Pay Period Ending 7/7/16			
Step 3 - Multiply by number of payroll deductions	X	<u>24.07</u>	
24.07 deductions per year			
Step 4 - Multiply by (1 + the Growth rate) to get 0152 rate²	X	<u>1.03</u>	= <u>\$8,780</u>
See Standard Rates & Schedules, subobject 0152			
			0152 Rate
Step 5 - Multiply the 0152 rate (Step 4) by Retiree Subsidy rate to get 0154 rate²	X	<u>35.00%</u>	= <u>\$3,073</u>
See Standard Rates & Schedules, subobject 0154			
			0154 Rate
Step 6 - Multiply both rates by the Eligible Position Total** in budget request	X	<u>555</u>	= <u>\$4,872,900</u>
Do <i>not</i> use a PIN count or full-time-equivalent total			
			0152 Total
			<u>\$1,705,515</u>
			0154 Total

Note: Highlighted numbers are used as examples only.

* **Eligible Employees equal the number of "checks" issued for a pay period to regular staff employed at 50% or greater.**
Temp/emergency staff, leave payouts, zero pays, and other adjustments are also excluded.

¹ Note: Amount reduced by a total of nine (9) active County Employees whose Health costs are not included in the State budget.

** **Eligible Position Total equals the number of regular positions in the budget request that are budgeted at 50% or greater.**
For example, two 0.5 PINs, one 0.8 PIN, and one 1.0 PIN is 4 Eligible Positions. Three 0.3 PINs are 0 Eligible Positions.

² **Note: Rates are to be determined.**

EXAMPLE

BUDGET ESTIMATES
FY 2018

Dept. of Budget & Management
Budget Form DBM-DA-3A (Revised 5/16)
Appropriation Statement

Please submit original and 1 duplicate

State Agency or Group Department XYZ
Institution or Unit Z00A0108
Program No. or Title BBB Administration

SPECIAL FUND EXPENDITURE		2016	2017	2018
Source Code	Fund Name	Actual	Appropriation	Request
S00219	GIS Data Sales	6,332	0	1,000
S00330	Preservation Fund	24,449	89,640	60,171
	Total	30,781	89,640	61,171
REIMBURSABLE FUND EXPENDITURE		2016	2017	2018
Source Code	Agency Name	Actual	Appropriation	Request
J00B01	DOT-State Highway Administration	53,911	28,544	50,831
FEDERAL FUND EXPENDITURE		2016	2017	2018
CFDA No. *r	Program Title	Actual	Appropriation	Request
45.164	Promotion of the Humanities - Public Programs	0	48,623	0
15.303	Conservation Project Support	0	73,739	67,356
	Total	0	122,362	67,356
NON-BUDGETED FUND EXPENDITURE		2016	2017	2018
Source Code	Fund Name	Actual	Estimate	Estimate

BUDGET BILL TEXT (if any):

Note: Actual Expenditures for FY 2016 must match the amounts on the DAFR 6000.

Please do not use abbreviations.

*Please add the letter 'r' after the CFDA No. for funds authorized by the American Recovery & Reinvestment Act (ARRA) of 2009.

EXAMPLE

BUDGET ESTIMATES
FY 2018

Dept. of Budget & Management
Budget Form DBM-DA-8-AF (Revised 5/16)
Alternative Vehicle Request Form

Please submit original and 2 duplicates

State Agency or Group Department XYX
Institution or Unit Z00A0135
Program No. or Title Fleet

VEHICLE CATEGORY: _____ Sedans
 _____ LTV's
 _____ Watercraft
 _____ Aircraft
 _____ Rail
 _____ Buses
 _____ Heavy Trucks
 _____ Misc./Other
 _____ CNG Fueled
 _____ Flex Fueled
XX Hybrid Fueled
 _____ Ethanol Fueled

#	Serial Number	Model Year	Make and Type of Vehicle		Assignment	Actual FY 2016 Miles or Hours	Odometer Reading 6/30/2016	Est. FY 2017 Miles or Hours	Est. FY 2018 Miles or Hours	Estimated Vehicle Purchase Price*	Estimated Trade-in Value of Replaced Vehicle(s)*	Net Cost
			Old	New								
1.	1XXX22ZY55 000000	2010	Volt	Electric	Pool	13,377	125,671	14,000	14,000	\$26,000	2,036	23,964
2.	1XXX22ZY55 000002	2009	Volt	Electric	Fiscal	27,390	58,998	27,500	27,500	\$26,000	2,518	23,482
3.	1XXX22ZY55 000003	2011	Volt	Electric	Secretary	36,655	78,850	37,000	37,000	\$26,000	3,556	22,444
4.												0
5.												0
6.												0
7.												0
8.												0
Sub-total this page										78,000	8,110	69,890
Sub-total for this category of vehicle												
Subprogram Total												

Notes:

* Please see Standard Rates and Schedules

EXAMPLE

BUDGET ESTIMATES FY 2018

Dept. of Budget & Management
Budget Form DBM-DA-8-AP (Revised 5/16)
Vehicle Request Form with Add-on Package

Please submit original and 1 duplicate

State Agency or Group Department of XYZ
Institution or Unit Z00A0809
Program No. or Title Construction

VEHICLE CATEGORY:

- | | |
|---|---|
| <input type="checkbox"/> Sedans | <input type="checkbox"/> Heavy Trucks |
| <input checked="" type="checkbox"/> LTV's | <input type="checkbox"/> Misc./Other |
| <input type="checkbox"/> Watercraft | <input type="checkbox"/> CNG Fueled |
| <input type="checkbox"/> Aircraft | <input type="checkbox"/> Flex Fueled |
| <input type="checkbox"/> Rail | <input type="checkbox"/> Hybrid Fueled |
| <input type="checkbox"/> Buses | <input type="checkbox"/> Ethanol Fueled |

#	Serial Number	Model Year	Make and Type of Vehicle		Assignment	Actual FY 2016 Miles or Hours	Odometer Reading 6/30/2016	Est. FY 2017 Miles or Hours	Est. FY 2018 Miles or Hours	Estimated Vehicle Purchase Price*	Add-on Package Price**	Estimated Trade-in Value of Replaced Vehicle(s)*	Net Cost	Add-on Code***
			Old	New										
1.	2WWW22S22R33333	2004	3/4 TON 4WD PICK-UP TRUCK RC	07 3/4-TON PICK-UP	Pool	29,716	149,215	29,716	29,716	21,000	9,382	3,198	27,184	D
2.	2WWW22S22R33334	2000	3/4 TON 4WD PICK-UP TRUCK RC	07 3/4-TON PICK-UP	Pool	33,954	142,791	33,954	33,954	21,000	6,918	5,500	22,418	E
3.	2WWW22S22R33335	2003	3/4 TON 4WD PICK-UP TRUCK RC	07 3/4-TON PICK-UP	Pool	24,638	169,845	24,638	24,638	21,000	3,578	6,600	17,978	F
4.	2WWW22S22R33336	2004	3/4 TON 4WD PICK-UP TRUCK RC	07 3/4-TON PICK-UP	Pool	18,414	132,367	18,414	18,414	21,000	6,042	8,800	18,242	G
5.														
6.														
Sub-total this page										84,000	25,920	24,098	85,822	
Sub-total for this category of vehicle														
Subprogram Total														

Notes: See Attached DA-2 for more details: Package D: extended cab, 4-wheel drive, Linex, plow package, tow package; Package E: regular cab, 4-wheel drive, Linex, plow package, tow package; Package F: regular cab, 4-wheel drive, tow package, Linex; Package G: extended cab, 4-wheel drive, tow package, Linex

* Please see Standard Rates and Schedules

** Use Form DA-2 to describe Add-on Package.

*** Please use a unique letter code for each Add-on Package

EXAMPLE

BUDGET ESTIMATES
FY 2018

Dept. of Budget & Management
Budget Form DBM-DA-20 (Revised 5/16)
Non-General Fund Detail

Please submit original and 1 copy

State Agency or Group Department of XYZ
Institution or Unit Z00A0101
Program No. or Title Office of the Secretary

XX Special
 Federal CFDA No.
 Reimbursable or Source Code: _____
_____ *Insert "r" for ARRA Recovery (Stimulus) Funds*

Fund Title* <u>Insurance Regulation Fund</u>	2016 Actual	2017 Appropriation	2018 Request
Balance Beginning Fiscal Year (as reflected in RSTARS)	545,000	2,185,503	
Adjustments (e.g., Unspent Encumbrances)			
BALANCE AVAILABLE	545,000	2,185,503	1,773,218
Income			
Gross Fund Revenue (exc. Indirect Cost Recovery)	8,000,500	7,500,000	6,500,000
Departmental Indirect Cost Recovery			
Statewide Indirect Cost Recovery**			
Interest (if applicable)	80,000		
SUBTOTAL Gross Income	8,080,500	7,500,000	6,500,000
LESS Funds Transferred to Other Programs			
NET INCOME	8,080,500	7,500,000	6,500,000
Direct Expenditures in Program (as reported on DA-3A)			
Program or Subprogram: <u>X200</u>	5,000,854	6,500,854	6,451,155
Program or Subprogram: <u>X341</u>	354,022	345,543	343,584
Program or Subprogram: <u>X850</u>	85,121	65,888	54,855
SUBTOTAL Direct Expenditures	5,439,997	6,912,285	6,849,594
Indirect Cost Expenditures (as reported on DA-3A)			
Program or Subprogram: _____			
Program or Subprogram: _____			
SUBTOTAL Indirect Expenditures	0	0	0
TOTAL EXPENDITURES	5,439,997	6,912,285	6,849,594
TRANSFERS TO GENERAL FUND**	1,000,000	1,000,000	0
CLOSING BALANCE	2,185,503	1,773,218	1,423,624

*Please do not use abbreviations

**Transfers to General Fund must equal or exceed Statewide Indirect Cost Recovery

**FISCAL YEAR 2018
 OVER-THE-TARGET REQUEST**

TITLE/DESCRIPTION: Z00A0101 Operations

The Department needs additional funding in order to hire sixteen staff to remedy audit findings.

FINANCIAL/PERSONNEL SUMMARY:

General Fund: Amount \$ \$100,000 Positions: 2 FT PT 1 Contractuals
 Special Fund: Amount \$ \$399,180 Positions: 9 FT PT Contractuals
 Federal Fund: Amount \$ \$200,000 Positions: 5 FT PT Contractuals
 Reimb. Fund: Amount \$ Positions: FT PT Contractuals

A. TYPE OF REQUEST:

Expand Existing Service Restore Service New Facility Other x

New Major Information Technology Development Project (MITDP)

B. REASON FOR REQUEST: The audit of 12-12-2016 described lack of supervision and other administrative problems that are believed to be the cause of the loss or theft of \$2 million over a 3 year period.

C. ALTERNATIVES CONSIDERED: The Department could reimburse another agency for assistance. The Department could hire an outside firm to put new operational systems in place. The Department could hire a contractual to develop a plan for improved operations.

D. JUSTIFICATION FOR THE REQUEST: The Department has decided that the best way to proceed in the Request is to create positions that will be able to take over for the XYZ firm that is assisting during the current fiscal year.

Performance Measure	FY 2017 Appropriation	FY 2018 <u>Target</u>	FY 2019 <u>Target</u>	FY 2020 <u>Target</u>	FY 2021 <u>Target</u>	FY 2022 <u>Target</u>
Annual cost avoidance and savings (funds returned to GF)	0	\$200,000	\$350,000	\$350,000	\$350,000	\$350,000

E. FISCAL IMPACT: see attached

EXAMPLE

BUDGET ESTIMATES FY 2018

Dept. of Budget & Management
Budget Form DBM-DA-21B (Revised 5/16)
Detailed Funding Request

State Agency or Group Department of "X"
Priority Number 1
Title of Request Project "XXX"

			Classification Code and Title & Grade			FY 2017	FY 2018	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	
pgm	sub-program	#	code	title	Grade-Step	Appropriation	In CSB Base	Over Target Request	Estimate	Estimate	Estimate	Estimate	
04	2201	6	3235	admin officer ii	14-base			155,520	158,630	161,803	165,039	168,340	
04	2201	10	2572	admin aide	11-base			161,820	165,056	168,358	171,725	175,159	
		16	0101	Subtotal Positions & Salaries			-	-	317,340	323,687	330,161	336,764	343,499
pgm	sub-program	obj	sub-object	sub-object title	rate								
04	2201		0151	Social Security	7.28% of 0101			23,102	23,564	24,036	24,516	25,007	
04	2201		0152	Employee Health*	See DA-2A			134,400	134,400	134,400	134,400	134,400	
04	2201		0154	Retiree Health*	TBD of 0152			75,264	75,264	75,264	75,264	75,264	
04	2201		0161	Employee Retirement	19.74% of 0101			62,643	63,896	65,174	66,477	67,807	
04	2201		0174	Unemployment	0.28% of 0101			889	906	924	943	962	
				Subtotal Benefits			-	-	296,298	298,030	299,798	301,600	303,440
04	2201		0189	Turnover	25% first year only			(100,994)	(16,482)	(16,812)	(17,148)	(17,491)	
		01	SUBTOTAL SALARIES & BENEFITS			-	-	512,644	605,235	613,147	621,216	629,448	
04	2201	02	0220	Special Payment Payroll				39,586	39,586	0	0	0	
04	2201	02	0213	Social Security	7.65% of 0220			3,028	3,028	0	0	0	
04	2201	02	0214	Unemployment	0.28% of 0220			111	111	0	0	0	
04	2201	02	0289	Turnover	25% first year only			(10,681)	(1,709)	0	0	0	
04	2201	03	0301	Postage				3,260	3,260	3,260	3,260	3,260	
04	2201	03	0302	Telephone				7,321	7,321	7,321	7,321	7,321	
04	2201	04	0401	In-State Routine				2,150	2,150	2,150	2,150	2,150	
04	2201	08	0804	Printing & Reproduction				1,050	1,050	1,050	1,050	1,050	
04	2201	08	0808	Equipment Rental				4,300	4,300	4,300	4,300	4,300	
04	2201	09	0902	Office Supplies				43,500	43,500	43,500	43,500	43,500	
04	2201	11	1107	Educational Equipment				5,600	0	0	0	0	
04	2201	11	1115	Office Equipment				120,251	0	0	0	0	
				SUBTOTAL OPERATING EXPENSES			-	-	219,476	102,597	61,581	61,581	61,581
TOTAL ESTIMATED EXPENDITURES						-	-	732,120	707,832	674,728	682,797	691,029	
REVENUE:		General Funds							73,212	70,783	67,473	68,280	69,103
		Special Funds							366,060	353,916	337,364	341,398	345,515
		Federal Funds							292,848	283,133	269,891	273,119	276,412
		Reimbursable Funds											
TOTAL FUNDING REQUEST						-	-	732,120	707,832	674,728	682,797	691,029	

* Note: Rates are to be determined.

EXAMPLE

BUDGET ESTIMATES FY 2018

Dept. of Budget & Management
Budget Form No. DBM-DA-22 (Revised 5/16)
Contractual Employees (Special Payments Payroll)

Please submit original and 1 duplicate

State Agency or Group Department of XYZ
Institution or Unit _____
Program No. or Title As Listed

Sub-Program	Job Classification	FY 2016 ACTUAL			FY 2017 APPROPRIATION			FY 2017 SPENDING PLAN			FY 2018 REQUEST			FY 2017 Renewal Date	Justification/Description*	
		FTE	Amount	Fund	FTE	Amount	Fund	FTE	Amount	Fund	FTE	Amount	Fund			
C0001	Executive Assoc. III	1.00	37,545	01			0	01	1.00	37,545	01	0.33	10,000	01	6/7/16	Necessary since problems with recruiting.
C0001	Program Manager IV	1.00	32,605	01	0.80	23,001	01	1.00	32,605	01	0.80	30,000	01	6/9/16	Necessary since problems with recruiting.	
C0001	Fiscal Administrator II	0.13	4,315	01	0.00	0	01	0.50	15,000	01		0	01	6/11/16	Retirement and difficulty recruiting.	
C0001	subtotal	2.13	74,465		0.80	23,001		2.50	85,150		1.13	40,000				
C0008	Administrative	5.50	68,548	03	5.40	69,888	03	5.43	73,052	03	6.90	88,943	03	not appl.	Assistance with closeout May-August.	
C0008	Administrative	8.80	85,666	03	8.80	85,666	03	8.80	85,666	03	8.80	85,666	03	not appl.	Assistance with legislative session January - April.	
C0008	subtotal	14.30	154,214		14.20	155,554		14.23	158,718		15.70	174,609				
C0009	Program Mgr. Sr. III	0.25	16,800	09	0.25	16,800	09	0.25	16,800	09	0.25	16,800	09	7/1/15	Temporary assistance while other staff person on extended sick leave.	
Program Total		16.68	245,479		15.25	195,355		16.98	260,668		17.08	231,409				

* Please note any contractual conversion requests

EXAMPLE

BUDGET ESTIMATES FY 2018

Dept. of Budget & Management
Budget Form DBM-DA-23 (Revised 5/16)
Grants, Contracts, and Interagency Agreements Over \$25,000

Please submit original and 1 duplicate

State Agency or Group Department XYZ
Institution or Unit Z00A09
Program No. or Title XXX Prevention

PURPOSE OR TYPE OF SERVICE	SUB- PRGM CODE	SUB- OBJECT CODE	NAME & LOCATION OF GRANTEE, VENDOR OR OTHER AGENCY	CONTRACT, GRANT, OR AGREEMENT AMOUNT	CONTRACT, GRANT, OR AGREEMENT TERM	RENEW OPTION Y/N	FY 2016 ACTUAL	FY 2017 APPROP.	FY 2018 ESTIMATED
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GRANTS

XYZ Initiative	8001	0899	Baltimore City XXX Dept. Anne Arundel Co XXX Dept	509,196	7/1/14-6/30/16	Y	509,196	509,196	509,196
XYZ Initiative	8001	0899		41,300	7/1/14-6/30/16	Y	41,300	41,300	41,300

INTERAGENCY AGREEMENTS

Legal Services	7000	1299	Office of the Attorney General		7/1/14-6/30/16	Y	502,296	484,846	517,446
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CONTRACTS

Actuarial Consulting	1000	0821	ABC Corp., NY, NY	as needed	12/30/11- 12/30/16	N	25,888	58,000	58,000
		0821	XYZ Company, Philadelphia, PA	as needed	8/31/12-8/31/16	N	85,456	100,000	100,000
Population Statistics	9008	0899	University of WWW, Charleston, SC	347,746	8/01/12-7/31/16	N	65,857	45,000	45,000
Server Maintenance	9888	0858	3333 Corporation, 111 St. Omaha, Nebraska	272,000	7/1/11-6/30/16	Y	51,888	52,000	52,000

EXAMPLE

BUDGET ESTIMATES FY 2018

Dept. of Budget & Management
Budget Form DBM-DA-24 (Revised 5/16)
Real Property Leases

Please submit original and 1 duplicate

State Agency or Group Department XYZ
Institution or Unit _____
Program No. or Title entire department

LOCATION	CURRENT LEASE TERM		Renew Option Y/N	Fiscal Year 2017			Fiscal Year 2018			Inc. Util. Y/N	Inc. Cust. Y/N	ANNUAL RENT	
	Begin	End		No. Emp.	Sq. Ft.	Cost Per Sq. Ft.	No. Emp.	Sq. Ft.	Cost Per Sq. Ft.			FY2017	FY2018
333 West Place, Baltimore MD	11/1/2010	10/31/2019	Y	358	89,455	21.95	358	89,455	21.95	Y	Y	1,963,537	1,963,537

EXAMPLE

Form No. DBM-DA-25A Revised 5/16
Email form to: kurt.stolzenbach@maryland.gov

Reference No: ____
Priority No: ____
Date Prepared: __ / __ / __

Fiscal Year 2018 Pay Plan Adjustment or New Classification Request

Department or Agency: XYZ Department

Program Name: Operations

8-character Program Code: Z00A0112

4-character Subprogram Code: aa14

TITLE/DESCRIPTION: Reclassification of Handwriting Analysts

A. REASON FOR REQUEST:

Please explain why the pay plan adjustment or new classification is necessary, indicating:

- 1) *current vacancy rates; 25% on average for the past 10 years.*
- 2) *the date of last adjustment for impacted positions; July 1, 2014*
- 3) *the number of positions impacted; 16*
- 4) *the number of resignations for each classification during the previous fiscal year. 30*

Please discuss why this job series is critical to your goals and objectives, outlining how the current classification or salary structure is affecting program and/or agency outcomes.

The State requires that each applicant for any full-time position submit a handwriting sample. Before anyone is hired, the handwriting must be evaluated by two handwriting analysts. Those two analysts then certify whether or not the applicant is recommended for hiring. Due to the turnover every year, it is difficult to provide the certifications in a timely manner. All hiring in the State is slowed down as a result.

When questioned, each analyst who resigned in the past two years stated that increased salary was the reason for accepting a position in local government. This request is that the State increase the pay of its handwriting analysts so that pay is comparable to that of the City of Baltimore and to the local jurisdictions.

B. JUSTIFICATION FOR THE REQUEST:

Please explain how the proposed salary structure is expected to impact the outcomes for the program and/or agency. Explain why this is the best option to address the issue.

Please refer to the current Managing for Results measure(s) affected and explain the impact, listing incremental changes in the chart below. For requests that do not relate to a current MFR measure, please include a measure or measures to show results of the request. **The measures must show the specific outcomes to be achieved.**

Other States have decreased turnover of handwriting analysts by increasing pay. Those states have made the pay comparable to surrounding local jurisdictions. Alabama, Georgia and Utah have all used this strategy to recruit and retain handwriting analysts in the past three years.

Performance Measure	FY 2017 Appropriation	FY 2018 Target	FY 2019 Target	FY 2020 Target	FY 2021 Target	FY 2022 Target
Retention Rate	75%	77%	79%	80%	85%	85%

C. ALTERNATIVES CONSIDERED:

With regard to the issues described above, please list any alternatives which would not require the establishment of a new classification series or salary adjustment. List steps that have been taken to address recruitment and retention issues within existing resources.

Please discuss any factors other than salary which impact the ability to recruit and retain employees with the necessary skills for the job.

The State could hire a contractor, but the estimates received for such services are more than the estimate for changing the pay for this classification. See attached spreadsheet for details.

There is one factor other than salary that is making it difficult to retain handwriting analysts. Some jurisdictions provide free and on-site parking for all analysts. Providing such a benefit would cost more than this increase in salary. See attached spreadsheet for details.

D. IMPACT ON OTHER CLASSIFICATIONS:

If approval of this request would have an impact on employees in other classifications used by your agency, please list the classifications involved and how they will be affected.

There is no other classification that performs similar work.

E. ADDITIONAL SUPPORTING DOCUMENTATION:

Provide any documentation that may support the request: retention analysis, reports, salary surveys, legislation and other publications.

See attached reports from Alabama, Georgia, and Utah about the effect a change in salary had on the ability to recruit and retain handwriting analysts.

EXAMPLE

BUDGET ESTIMATES FY 2018

Dept. of Budget & Management
Budget Form DBM-DA-25B (Revised 5/16)
Pay Plan Adjustments & New Classification Requests

Please submit original and 1 duplicate

State Agency or Group Department XYZ
Institution or Unit Operations
Program No. or Title Z00A0112

PIN	Classification	FISCAL YEAR 2018		PROPOSED		Increase	GF	SF	FF	RF
		Grade/ Step	Salary	Grade/ Step	Salary					
aaaaa	handwriting analyst i	12-3	38,258	13-3	40,698	2,440	1,220	1,220		
bbbbb	handwriting analyst i	14-3	43,307	15-3	46,098	2,791	1,396	1,396		
ccccc	handwriting analyst i	11-5	38,636	12-5	41,102	2,466	1,233	1,233		
ddddd	handwriting analyst ii	20-1	56,743	21-1	60,543	3,800	1,900	1,900		
ffffff	handwriting analyst iii	24-3	79,421	25-3	84,704	5,283	2,642	2,642		
eeeee	handwriting analyst i	12-3	38,258	13-3	40,698	2,440	1,220	1,220		
ggggg	handwriting analyst i	12-3	38,258	13-3	40,698	2,440	1,220	1,220		
hhhhh	handwriting analyst i	12-3	38,258	13-3	40,698	2,440	1,220	1,220		
sssss	handwriting analyst i	14-3	43,307	15-3	46,098	2,791	1,396	1,396		
wwiii	handwriting analyst i	14-3	43,307	15-3	46,098	2,791	1,396	1,396		
qqqqq	handwriting analyst ii	20-1	56,743	21-1	60,543	3,800	1,900	1,900		
SUBTOTAL Salary Increase						33,482	16,741	16,741	0	0
FICA						2,437	1,219	1,219		
Retirement						6,609	3,305	3,305		
Unemployment						94	47	47		
Turnover						(1,705)	(852)	(852)		
TOTAL COST						40,918	20,459	20,459	0	0

EXAMPLE

BUDGET ESTIMATES
FY 2018

Dept. of Budget & Management
Budget Form DBM-DA-25C (Revised 5/16)
Pay Plan Adjustment & New Classification Request Summary

Please submit original and 1 duplicate

State Agency or Group Department of XYZ
Institution or Unit Operations
Program No. or Title Z00A0112

<u>Classification</u>	<u>Subprogram</u>	<u>Current Grade</u>	<u>Proposed Grade</u>	<u>Total Cost</u>	<u>GF</u>	<u>SF</u>	<u>FF</u>	<u>RF</u>
extinct animal rescuer	3500	11	12	11,274	5,637	5,637		
dance therapist	3500	12	13	11,152	5,576	5,576		
handwriting analyst i	3500	14	15	12,758	6,379	6,379		
handwriting analyst ii	3500	20	21	13,543	6,771	6,771		
handwriting analyst iii	3500	24	25	6,274	3,137	3,137		
Program Total:				55,000	27,500	27,500	0	0

EXAMPLE

BUDGET ESTIMATES
FY 2018

Dept. of Budget & Management
Budget Form DBM-DA-27 (Revised 5/16)
Indirect Cost Recovery & Reversion

Please submit original and 1 duplicate

State Agency or Group Department of X
Institution or Unit _____
Program No. or Title XXX

Agency	Program Title	Statewide Indirect Cost Recoveries	Internal Indirect Cost Recoveries	\$ Reverted to General Fund	\$ Retained by Agency	Federally Approved Indirect Cost Recovery Rate (%)	Federally Approved Statewide Cost Recovery Rate (%)
XXXA0105	Program 1		92,026		92,026	13.22%	9.13%
XXXA0109	Program 2		44,401		44,401	13.22%	9.13%
XXXA0111	Program 3		411,911		411,911	13.22%	9.13%
XXXD0101	Program 4		449,124		449,124	13.22%	9.13%
XXXG0101	Program 5		579,533		579,533	13.22%	9.13%
XXXG0103	Program 6		1,213,058		1,213,058	13.22%	9.13%
XXXH0101	Program 7	573,274	2,918,665	573,274	2,918,665	13.22%	9.13%
FY 2016 Actual	TOTALS	573,274	5,708,717	573,274	5,708,717	13.22%	9.13%
FY 2017 Estimate		500,000	2,800,000	500,000	2,800,000	13.22%	9.13%
FY 2018 Estimate		400,000	2,800,000	400,000	2,800,000	13.22%	9.13%

EXAMPLE

Dept. of Budget & Management
Budget Form DBM-DA-28 (Revised 5/16)
Adjustment to Current Year Appropriation
of Special or Federal Funds

Please submit original and 1 duplicate

State Agency or Group _____
Institution or Unit _____
Program No. or Title _____

8-DIGIT PROGRAM	SUB-PROGRAM	SUB-OBJECT	SF or FF?	AMOUNT	6-DIGIT SF CODE / FF CFDA CODE	PURPOSE	URGENCY
1 XXXA01.01	1011	0899	SF	500000	XXX313	To provide funds to address damage to a State facility caused by a storm.	This appropriation cannot be provided later because the damage to the building needs to be addressed to prevent further deterioration.
2 XXXA06.01	5011	0220	FF	40000	XX.001	To provide funds for an additional contractual employee to support the increased caseload due to unanticipated increase in registrations.	This appropriation cannot be provided later because current staffing levels are creating a backlog of 10 days to respond when usual turnaround time is 4 days.
XXXA06.01	5011	0213	FF	3060	XX.001		
XXXA06.01	5011	0214	FF	112	XX.001		
XXXA06.01	5011	0289	FF	-3290	XX.001		

EXAMPLE

BUDGET ESTIMATES FY 2018

Dept. of Budget & Management
Budget Form DBM-DA-29 (Revised 5/16)
Statement of Dedicated Special Funds

Please submit original and 1 duplicate

State Agency or Group _____
Institution or Unit _____
Program No. or Title _____

SPECIAL FUND CODE	SPECIAL FUND NAME	STATUTORY REFERENCE	PURPOSE OF FUND	REVENUE SOURCE(S)	FY 2016 INCOME	CLOSING BALANCE
K00360	Chesapeake and Atlantic Coastal Bays 2010 Trust Fund	NR Article §8-2A-01	To provide financial assistance necessary to advance Maryland's progress in meeting the goals established in the Chesapeake 2000 Agreement for the restoration of the Chesapeake Bay and its tributaries, including the Patuxent River, and to restore the health of the Atlantic Coastal Bays and their tributaries, by focusing limited financial resources on nonpoint source pollution control projects in all regions of the State.	Motor fuel tax, rental vehicle tax	38,152,681	2,300,000