

4.2 SUMMARY OF MFR SUBMISSION REQUIREMENTS FOR FY 2018

| MFR COMPONENT   |                               | GUIDANCE  |
|---|-------------------------------|---|
| <b>Excel Template (ET)</b>                                | 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                     | <a href="http://www.dbm.maryland.gov/Documents/MFR_documents/MFRGuidebook.pdf">http://www.dbm.maryland.gov/Documents/MFR_documents/MFRGuidebook.pdf</a> (Page 28)   |
| Vision  | Optional                      | <a href="http://www.dbm.maryland.gov/Documents/MFR_documents/MFRGuidebook.pdf">http://www.dbm.maryland.gov/Documents/MFR_documents/MFRGuidebook.pdf</a> (Page 41)   |
| Key Goals   | Mandatory                     | Agencies only need to submit agency-level goals, program-level objectives and measures to support those goals.  |
| Key Objectives  | Mandatory                     | 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.   |
| 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 2016, include estimates for FY 2017 and FY 2018, 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 has changed, estimated data is reported rather than actual data, or if a substantial change took place. |
| <b>Data Definitions and Control Procedures (DC)</b>       | Mandatory                     | Data definitions and control procedures are the first step toward ensuring data integrity. New for FY 2018, all agencies must submit data definitions and control procedures for all “M” measures, even if documentation has been provided in previous years. Further guidance is provided in Section 4.3.  |
| <b>Certification of the Integrity of the MFR Data (C)</b> | Mandatory                     | Each agency must submit a certification of the integrity of the MFR data, <u>signed</u> by the agency head or designee, submitted electronically as a PDF. Include the agency name and budget code in the certification letter. Only <u>one</u> signed certification which certifies integrity of all of the agency’s data is required.   |
| <b>Performance Discussion (PD)</b>                        | Mandatory                     | The agency may discuss overall performance or focus on specific programs or initiatives. Describe what performance data reveal about agency performance. Agencies may submit documents that are produced for other purposes that discuss performance related to MFR measures, for example, reports to the legislative committees, reports to the Federal government, and annual reports. Further guidance is provided in Section 4.3.   |
| <b>Key Strategies (ST)</b>                                | Mandatory only for State Plan | If reporting data for measures included in the MFR State Plan, the agency <u>must</u> submit strategies that support achievement of related goals and objectives. Include the agency budget code and name, and the goals and objectives to which the strategies pertain. Data sources for the measures are listed in the Plan.  |