

# Agency Instructions

## Responding to Restricted Appropriations or Report Requests

The *Joint Chairmen's Report* (JCR) lists each action adopted by the General Assembly in the budget bill, including reductions and budget bill language, with explanations. Budget language may, among other things, restrict funding pending the submission of a report or other action. The JCR also includes committee narrative adopted by the budget committees, which is generally used to request reports or additional information.

**Restricted Appropriations:** Where all or a portion of an appropriation is restricted, approval to release restricted funds should be requested from the budget committees, with a copy sent to the agency's budget analyst at the Department of Legislative Services (DLS). Each request should include a cover letter addressed to the budget committee chairs and should identify the agency, the amount restricted, the fund source, and should specifically note that the release of restricted funds is being requested. Failure to copy the DLS analyst may result in delays in processing release of fund requests. See "Submission Procedures" below for specific direction for all items.

Please note that some restricted items have a specific due date. If a due date cannot be met, an agency should submit a letter to the budget committees and DLS to request an extension (see "Requesting an Extension" below).

**Reports:** Budget language or committee narrative may request an agency to complete an extensive study, status report, or other actions. All reports requested via committee narrative have a specific due date. Copies of all items should also be sent to the individual budget committee members and DLS using the procedures outlined under "Submission Procedures." An extension should be requested for any item where submission may exceed the designated due date.

**Submission Procedures:** All agency reports and studies submitted in response to committee narrative or budget bill language are required to be submitted both in electronic form and hard copy:

- **Electronic copies should be sent via email only to [jcr.docs@mlis.state.md.us](mailto:jcr.docs@mlis.state.md.us).** The naming convention for each item should include the session year of the JCR, the page in the JCR in which the item appears, an agency abbreviation, and the title of the report (e.g., 2019\_p95\_DNR\_Dredging Report). DLS will distribute electronic copies to the Office of Policy Analysis staff and members of the budget committees. Electronic documents may **EITHER** use Adobe Acrobat **OR** Microsoft Word software, with tables and charts in either Word or through use of embedded (not linked) Excel files. (Word 2013 and Excel 2013 are preferred, but DLS can convert older versions.) **NOTE: If files to be emailed are larger than 10 MB, they cannot be sent via email. Contact Rebecca Ruff at [Rebecca.Ruff@mlis.state.md.us](mailto:Rebecca.Ruff@mlis.state.md.us) for instructions for posting large files on the DLS FTP site; and**
  
- **Five hard copies should be mailed to the legislative library. Please mail to:**

**Sarah Albert  
DLS Library and Information Services  
90 State Circle  
Annapolis, MD 21401-1991**

**Requesting an Extension:** If a time extension for any item is needed, please send correspondence indicating why an extension is needed (and the anticipated submission date) to the budget committee chairmen. Please copy [jcr.docs@mlis.state.md.us](mailto:jcr.docs@mlis.state.md.us) and the DLS analyst.