



State of Idaho
DIVISION OF FINANCIAL MANAGEMENT
Executive Office of the Governor

BRAD LITTLE
Governor

ALEX J. ADAMS
Administrator

June 2, 2023

MEMORANDUM

TO: Agency Directors
Fiscal Officers
Strategic Planning Coordinators

FROM: Alex J. Adams, Administrator
Division of Financial Management

SUBJECT: **Performance Report Updates**

Performance reports are due to the Division of Financial Management (DFM) and Legislative Services Office (LSO) on September 1, 2023. Updated performance report templates are now available for download at <https://dfm.idaho.gov/publication/performance-report-templates/>. Agencies must use the updated template and fill in any missing information including FY 2023 results and FY 2024 performance targets identified in your Strategic Plan.

- Completed Performance Reports must include a signed and dated Director Attestation letter, be submitted no later than **5:00 pm on September 1, 2023**, and in both of the following formats:
 - Email an electronic Microsoft Word (.docx) format of the performance report and a signed and dated scanned copy (.pdf) of the Director Attestation letter to DFM at info@dfm.idaho.gov, **AND**
 - Upload pdfs of the Performance Report and the signed and dated Director Attestation letter into Luma Budget under **Form 2400 – Agency Header**.

When preparing performance reports, please be mindful of the following:

- Agencies must use the current template provided on the DFM website. Reports will be rejected if the most current template (link above) is not used.
- Do not change the format of tables or headings unless approved by your DFM analyst.
- Performance highlights are not a required element of performance reports. If you choose to include performance highlights, they should be limited to only FY 2023 performance metrics.
- FY 2023 Measures reported in the Performance Report must be in the agency's FY 2023 - FY 2026 Strategic Plan and FY 2024 targets must be the FY 2024 – FY 2027 Strategic Plan submitted to DFM in July.
- A maximum of 10 measures can be reported. Any measure that is no longer tracked, not listed in the strategic plan, or is no longer relevant should be removed or replaced.

Agencies subject to the Licensing Freedom Act of 2019 must report on the number of applicants denied licensure or license renewal, and the number of disciplinary actions taken against license holders using the format outlined in Appendix D of the Strategic Planning and Performance Report Guide.

If you have any questions, please contact your [DFM analyst](#) or call (208) 334-3900.