



State of Idaho

## DIVISION OF FINANCIAL MANAGEMENT

Executive Office of the Governor


BRAD LITTLE  
Governor

LORI WOLFF  
Administrator

June 10, 2024

### MEMORANDUM

TO: Agency Directors  
Fiscal Officers  
Strategic Planning Coordinators

FROM: Lori Wolff, 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 August 30, 2024. 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 2024 results and FY 2025 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 August 30, 2024**, and be 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](mailto: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 2024 performance metrics.
- FY 2024 measures reported in the Performance Report *must* be in the agency's FY 2024 - FY 2027 Strategic Plan, and FY 2025 targets/benchmarks *must* be in the agency's FY 2025 - FY 2028 Strategic Plan.
- 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.