



State of Idaho
Division of Financial Management
Executive Office of the Governor


BRAD LITTLE
Governor

LORI WOLFF
Administrator

May 27, 2025

MEMORANDUM

To: **Agency Directors
Fiscal Officers
Strategic Planning Coordinators**

From: **Lori Wolff, Administrator** 

Subject: **Strategic Plan and Performance Report Submission**

Strategic Plan

This year, we have a new process for reviewing strategic plans. All strategic plans will be reviewed first by your Governor's office contact prior to submission to DFM. Please email your agency's strategic plan to your Governor's office contact by **August 1st**.

Statutorily, your strategic plan must be submitted to Division of Financial Management (DFM). After review and approval of your plan by your governor's office contact, updated and approved strategic plans are due to DFM on or before **August 29th** with your budget submission. Updates should be in electronic format and submitted to info@dfm.idaho.gov. Please include in your submission the email from your Governor's office contact approving your plan. All strategic plans will be posted to the DFM website <https://dfm.idaho.gov>.

Please note that strategic plans must cover a minimum of four years forward including the fiscal year for which it is submitted "FY 2026 – FY 2029" (*Idaho Code 67-1903(2)*).

Performance Reports

Performance reports providing data for FY 2025 will also be due on or before **August 29th** as part of your budget submission. Performance report templates and instructions will be sent to your strategic planning coordinator and fiscal officer the week of June 9th. *Please let your DFM analyst know directly if your agency's strategic planning contacts have changed.*

DFM Guide

DFM's *Strategic Planning and Performance Report Guide*, as well as other training and guidance materials, can be found on our website at <https://dfm.idaho.gov/strategic-plans-and-performance-reports>. Please use these materials for reference when preparing the two documents. If you have any questions, please contact your DFM analyst.