




May 4, 2026

MEMORANDUM

To: **Agency Directors and Fiscal Officers**

From: **Lori Wolff, Administrator** 

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

Strategic Plan

It's that time of year again where we just wrap up one Legislative Session, take a quick breath, and start planning for the next! This is a reminder to start working on your agency's strategic plans. This is a good exercise prior to budget planning, that is also right around the corner.

Remember that all strategic plans **must 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 3rd.

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 **September 1st** with your budget submission. Updates should be in electronic format (ADA compliant PDF) and submitted to info@dfm.idaho.gov. Please include in your submission the email from your Governor's office contact approving your plan as a separate attachment. 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 2027 – FY 2030" (Idaho Code 67-1903(2)).

Performance Reports

Performance reports providing data for FY 2026 will also be due on or before September 1st as part of your budget submission. Performance report templates and instructions will be posted to the DFM website this week. If any changes are desired, they must first be approved by your DFM analyst. The PDF submissions must be checked for and made ADA compliant before submission to DFM.

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/about-budget/strategic-plans-and-performance-reports/#template_performance. Please use these materials for reference when preparing the two documents. If you have any questions, please contact your DFM analyst