

# Electronic Submission Guidelines for Agencies of Documents and Data to the Legislative Budget Board

Use the following applications to submit the specified documents and data to the Legislative Budget Board (LBB).

## SUBMISSIONS BY APPLICATION

### USE THE AUTOMATED BUDGET AND EVALUATION SYSTEM OF TEXAS (ABEST) TO SUBMIT THE FOLLOWING:

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| <ul style="list-style-type: none"> <li>• Operating Budget</li> <li>• Legislative Appropriations Request (LAR)</li> <li>• Biennial Operating Plan (as part of LAR)</li> <li>• Performance Measure Reporting</li> </ul> | <ul style="list-style-type: none"> <li>• Measure Definitions</li> <li>• Crosswalk</li> <li>• Uniform Statewide Accounting System (USAS) and ABEST Reconciliation</li> </ul> |
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### USE DOCUMENT SUBMISSIONS (DOC S) TO SUBMIT THE FOLLOWING:

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| <ul style="list-style-type: none"> <li>• Annual Financial Report (AFR)</li> <li>• Operating Budget</li> <li>• Strategic Plan</li> </ul> | <ul style="list-style-type: none"> <li>• Legislative Appropriations Request (LAR)</li> <li>• Customer Service Report</li> <li>• State Agency Progress on Energy Conservation</li> </ul> |
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### USE THE CONTRACTS DATABASE TO SUBMIT THE FOLLOWING:

- Contract information, including attestation letters

*Email questions and suggestions regarding contracts to [Contract.manager@lbb.state.tx.us](mailto:Contract.manager@lbb.state.tx.us).*

Email data and documents to the following LBB addresses for the specified information.

## SUBMISSIONS BY EMAIL

EMAIL	DOCUMENTS
Audit@lbb.state.tx.us	<ul style="list-style-type: none"> <li>• Internal Audits</li> </ul>
SubmitReports@lbb.state.tx.us	<ul style="list-style-type: none"> <li>• Requests to Exceed and all follow-up correspondence: Always include the assigned analyst</li> <li>• All other reports not submitted through submission applications, including reports from municipalities</li> </ul>
Performancereview.contracts@lbb.state.tx.us	<ul style="list-style-type: none"> <li>• Responses to school performance review requests for proposals or other information</li> <li>• Use the Submit a Performance Review Idea link on the LBB website (lbb.state.tx.us) to share suggestions</li> </ul>
Contract.manager@lbb.state.tx.us	<ul style="list-style-type: none"> <li>• Questions and suggestions regarding contracts</li> </ul>
Tableau-questions@lbb.state.tx.us	<ul style="list-style-type: none"> <li>• Questions and suggestions regarding interactive graphics</li> </ul>
FirstName.LastName@lbb.state.tx.us (Analyst)	<ul style="list-style-type: none"> <li>• Data or documents specifically requested by an analyst</li> </ul>