

OFFICE OF THE GOVERNOR
BUDGET AND PROGRAM PLANNING
STATE OF MONTANA

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17B – Memo 5

DATE: May 30, 2014

TO: Elected Officials
Department Directors
Centralized Services Administrators

FROM: Dan Villa, Budget Director
Office of Budget and Program Planning

SUBJECT: **Agency Goals and Objectives – 2017 Biennium**

17-7-111(3)(c), MCA, states:

“The agency budget request must set forth . . . :
a statement of the agency mission and a statement of goals and objectives for each program of the agency. The goals and objectives must include, in a concise form, sufficient specific information and quantifiable information to enable the legislature to formulate an appropriations policy regarding the agency and its programs and to allow a determination, at some future date, on whether the agency has succeeded in attaining its goals and objectives.”

The statement of goals and objectives for each program of the agency, required by the statute above, must be submitted to the Budget Director, as part of its budget request, by September 1, 2014.

In an attempt to bring some consistency to this effort across and within Executive Branch agencies, I offer some guidance that I hope you will find useful. Agencies should consider the goals and objectives developed as part of the 2015 Biennium Executive Budget as they develop their goals and objectives for the 2017 Biennium. Please look for opportunities to “keep it simple” and reduce unnecessary verbiage. A “less is more” approach will ease the process for all of us.

Agency goals and objectives should be consistent with the guiding principles of the Bullock Administration:

1. Creating More and Better Jobs
2. Improving Montana's Education System
3. Improving Montana State Government Effectiveness

Discussions on Executive Branch agency goals and objectives should occur between the Governor's Office policy staff, OBPP staff, and agency staff between now and the submittal date of **September 1**. Agencies should begin now to develop their goals and objectives and communicate often with both budget and policy staff in the Governor's Office.

If you have any questions, please contact your OBPP analyst or me. We would be happy to help in any way to ensure Governor Bullock's budget reflects his priorities.