

OFFICE OF THE GOVERNOR
BUDGET AND PROGRAM PLANNING
STATE OF MONTANA

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MEMORANDUM

TO: Directors and Central Services Administrators of State Agencies

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

DATE: August 18, 2014

SUBJECT: **Preparing for the Supplemental Appropriation Bill – HB 3
and for the Budget Amendment Bill – HB 4**

FY 2013 Supplemental Appropriation Requests (HB 3)

1. HB 3 is the legislation reserved for supplemental appropriations of an “unforeseen or unanticipated emergency” nature. If an agency believes it may justify a request for this type of appropriation, please submit a memo to OBPP explaining the request by **October 15, 2014**.
2. Any later request or adjustment to an original request also must be submitted to OBPP as soon as possible, but will be presented to the Legislature for consideration as an **amendment** to HB 3.

Budget Amendment Bill (HB 4)

1. OBPP will continue processing BA BCDs until January 5th. When the gavel comes down, the Legislature will be in session and OBPP will not process any more BA BCDs until after approximately April 6 (approximate date when Senate Finance Committee hears HB 4).
2. **If a BA has been approved prior to the session and will continue BEYOND Sept. 30, 2015, language to continue the remaining authority must be included in HB 4 (OBPP will prepare HB 4).** All agencies MUST submit any new BA authority or extensions to existing BA authority to OBPP ASAP after they are received between now and Oct 31st in order to be included in the first draft of HB 4. BA BCDs must also continue to be submitted ASAP between Oct 31st and approximately April 6th. OBPP will draft HB 4 based on all the grant information processed to date with your BCDs to include this continuing language. OBPP will post the draft on the guest directory and send an e-mail to each agency in the bill requesting an immediate review **around Nov. 7**.
3. **If you receive a new budget amendment or an extension/expansion of an existing BA between January 5th and approximately April 6th, you must submit it with a “high priority” BA BCD to the OBPP so an amendment can be prepared to HB 4.** As you know, HB 4 is a difficult bill to coordinate and track, so it becomes essential that all information is submitted in a timely manner. State statute does not allow OBPP to approve a BA after the session that was available for legislative consideration between January 5th and approximately April 6th. BCDs have been disapproved following past legislative sessions because the award notices and/or extensions got set-aside during the rush of session work. Don't let that happen to you! Plan to continue submitting BA BCDs right through the session for amendments to HB 4.