



**OFFICE OF BUDGET AND PROGRAM PLANNING**  
**MEMO 1 - TIMETABLE FOR 2017 BIENNIUM EXECUTIVE BUDGET AND 2013 BIENNIUM ACTIONS**

*Last Updated: 1/13/14*

<b>Date (2014)</b>	<b>Budget Development</b>	<b>Long-Range Planning</b>	<b>Legislation</b>
Jan 1		DNRC issues applications for the Renewable Resources Grant & Loan (RRGL) and Reclamation and Development Grant Program (RDGP) for RIT funds	
Jan 13	OBPP distributes Timetable for 2017 Biennium Executive Budget		
Jan 15		The Architecture & Engineering Division (A&E) of the Dept of Administration sends detailed instructions for major maintenance (MM) plan and Long Range Building Plan (LRBP) to agencies.	
January 21			OBPP issues instructions to agencies for Legislation Proposals for the 2015 session
January		SITSD publishes Agency IT Strategic Plan Template and Instructions and offers training	
Feb 14		Agencies submit to A&E a brief description of all LRBP requests exceeding \$250,000.	
Feb 28		Cultural and Aesthetic Grant (C&A) application available online from the Montana Arts Council (MAC)	
Feb-March	OBPP analysts and LFD staff meet with agencies to review reporting levels (RLs) and one-time-only appropriations (OTOs) file, which includes cats and dogs and agency transfers (ATs)		
Feb/March		W2ASACT (Water, Wastewater, Solid Waste Action Coordination Team) Application workshops are offered in Great Falls on February 19 and as two webinars	
March 1		Dept of Commerce issues application guidelines for the Treasure State Endowment Program (TSEP)	
March 1		CIO submits State Strategic IT Plan to the Governor	
March 12		MBARS Capital Projects versions will be available to begin entering Capital Projects requests.	
April 1	Final Day for completion of all agency reorganizations and submittal of related BCDs to OBPP		

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April 2		MBARS IT module available to input "Initiative Supplements" - SITSD will provide training.	
April 3		Community Development Block Grant (CDBG) FFY 2014 public facilities/housing application deadline due to Department of Commerce	
April 12		Dept of Commerce issues application guidelines and grant administration manual for the Quality Schools Grant Program	
April 18			Agencies Submit Legislation Proposals (concepts) to OBPP (Preliminary fiscal notes are to be prepared if proposal has a fiscal impact)
April 21	OBPP transmits the Executive Planning Process (EPP) instructions for 2017 biennium EB proposals to agencies		
April 21	OBPP distributes leased vehicle information for agencies to use in requesting Motor Pool services		
April 21-22	OBPP provides EPP/MBARS training		
May 2		TSEP application deadline - due to Dept of Commerce	
May 7	OBPP distributes final guidelines for submission of fixed costs/special purpose schedules and guidelines for submission of enterprise and internal service funds.		
May 7		IT Supplements due in MBARS	
May 7	MUS FTE to be used in 2017 biennium Executive Budget due		
May 15		Applications for RRGL and RDG projects due to DNRC	
May 15	Last day to finalize RLs and all types of OTOs with agencies and LFD [File maintenance will be required through FYE]		
May 23	OBPP provides paper copies of organization charts published in the EB to agencies for review and edits		
May 28	Agencies submit EPP Requests to OBPP		
May 28	Agencies submit leased vehicle survey forms to OBPP		
May			OBPP sends EPP approvals for legislation authorized for drafting to agencies; follow-up agency conferences scheduled as needed through fall
June/July	Agency EPP conferences		
May - June		Agencies submit IT Strategic Plans to CIO for review and approval	

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late May-Sept			Agencies present approved legislative proposals to interim legislative committees
June 6		Quality Schools application deadline - due to Dept of Commerce	
Mid-June			Bill Drafting Workshops will be conducted by LSD at dates to be announced
June 30		Final date for CIO approval of agency IT plans	
July 1		LRBP requests and priority listings are due to DofA A& E division	
July 1		C&A grant applications to Montana Arts Council must be submitted electronically by 5 PM.	
July 9	Agencies submit fixed cost and special purpose schedules that are to be included in the August Budget Instructions (Rent, Tort Claims, ITSD, SABHRS, Central Stores, Central Mail, P&G, Payroll, Surplus Property, SWCAP, SFCAP, Warrant Writer, Equipment List, Agency Legal Services, Natural Gas Procurement, Energy Conservation Program, Motor Pool, Grounds Maintenance, Legislative Audit, ARMS, Records Management)		
July 11	Agencies have all HR data processed and ready for snapshot for 2017 biennium personal services		
July 22	Personal Services snapshot taken based upon PPE July 11		
July 23	Final date for OBPP regular processing of FY 2014 BCDs		
July 24	LAST DAY for <i>emergency</i> FY 2014 BCDs to OBPP		
July 25	FYE Closing - No BCD Processing		
Aug 1	OBPP finalizes fixed cost schedules with provider/managing agencies and finalizes inflation/deflation factors		
Aug 5	OBPP hosts fixed costs workshops		
Aug 13	OBPP sends information regarding submission for supplemental appropriations (HB 3) and budget amendments (HB 4)		
Aug 13	OBPP sends EB request package to agencies		
Aug 14, 15, 18	OBPP offers MBARS/budget request training		
Aug 27-Sept 1	Agencies submit budget requests to OBPP in accordance with approved schedule including goals and objectives and proprietary funds (Section R of HB 2)		

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Aug 27-Sept 1	Agencies with more than 20 FTE submit to OBPP the plan to reduce certain proposed budgets to 95% of the base budget (17-7-111(3)(f))		
Sept 1	OBPP transmits base budget to LFD [statutory]		
Sept 10	Agencies submit paper copy edits of organization charts for inclusion in the EB		
Sept 15			Agencies submit Final Drafts of Appropriations Bills & significant legislation (with draft fiscal notes) to OBPP; conferences with the Governor's Office & OBPP are scheduled as needed
Sept	Budget/Legislation conferences with Agencies		
Oct		DNRC submits RRGL and RDG project ranking recommendations to Governor	
Oct 15	Last day to submit supplemental appropriation requests (HB 3) to OBPP		
Oct - Nov		Long-range planning agencies meet with OBPP and the Governor to review and discuss recommendations for projects to be funded	
Nov 1	OBPP provides LFD with present law base budget [statutory]		
Nov 15			Deadline for transmittal of final draft legislation to the LSD
Nov 15	OBPP transmits Executive Budget, including all Long-Range Planning recommendations, the information technology summary and the proposed pay plan schedule, to the LFD [statutory]		
Nov 17	Last day to submit notice for additional BAs to be included in HB 4, as introduced		
early Dec			OBPP conducts fiscal note training for all agencies
Dec			OBPP and agencies begin preparing fiscal notes on pre-introduced bills
Dec 5	Last day to submit revisions to HB 3 supplemental appropriation requests		
Dec 15	OBPP submits any amendments to preliminary EB to LFD [statutory]		

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Dec 15			5 o'clock LSD deadline for pre-introduction of bills
Jan 5, 2015	Legislature convenes		