



**OFFICE OF BUDGET AND PROGRAM PLANNING**  
**MEMO 1 - TIMETABLE FOR 2021 BIENNIUM EXECUTIVE BUDGET AND 2019 BIENNIUM ACTIONS**

*Last Updated: 4/6/2018 (Training Opportunities are highlighted in italic bold)*

<b>Date (2018)</b>	<b>Budget Development</b>	<b>Long-Range Planning</b>	<b>Legislation</b>
January 16		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 17	OBPP distributes Timetable for 2021 Biennium Executive Budget (EB)		
Week of Feb 1		DNRC issues applications for the Renewable Resources Grant & Loan (RRGL) and Reclamation and Development Grant Program (RDGP) for RIT funds	
February 14			OBPP issues instructions to agencies for Legislation Proposals for the 2019 session
February 15	OBPP distributes memo regarding Executive Program Review Process for 2021 Biennium Budget Development		
February 15	OBPP distributes memo regarding establishment of FY 2019 Standard Budgets on SABHRS to create the base budget (starting point) on IBARS.		
February 15		Agencies submit to A&E a brief description of all LRBP requests exceeding \$500,000	
February 21		<b><i>W2ASACT (Water, Wastewater, Solid Waste Action Coordination Team) Application workshops are offered in Great Falls (Heritage Inn)</i></b>	
February 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)		
March 1 (Approx)		Dept of Commerce issues application guidelines for the Treasure State Endowment Program (TSEP)	
March 1		CIO submits State Strategic IT Plan to the Governor	

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March 14		IBARS Capital Projects versions will be available to begin entering Capital Projects requests	
April 2	Final day for completion of all agency reorganizations and submittal of related BCDs to OBPP		
April 10	OBPP distributes Federal Mandates Report Form and Guidelines		
April 30		Agencies submit IT Strategic Plans to CIO for review and approval	
May-Sept	Agency and OBPP meet regarding Executive Program Inventories		
May			OBPP sends approvals for legislation authorized for drafting to agencies; follow-up agency conferences scheduled as needed through fall
May 1	OBPP distributes final guidelines for submission of fixed costs/special purpose schedules and guidelines for submission of enterprise and internal service funds		
May 4			Agencies Submit Legislation Proposals (concepts) to OBPP (Preliminary fiscal notes are to be prepared if proposal has a fiscal impact)
May 9	MUS FTE to be used in 2021 biennium Executive Budget due		
May 15		Applications for RRGL and RDG projects due to DNRC	
May 16	Last day to finalize RLs and all types of OTOs with agencies and LFD [File maintenance will be required through FYE]		
May 18	Agencies submit Executive Program Inventories		
May 18		SITSD TechBudget agency first year (2020) utilization entry is due.	
May 21		SITSD TechBudget agency second year (2021) utilization entry is open.	
May 31		SITSD TechBudget agency second year (2021) utilization entry is due.	
May 31	Federal Mandates Reports Due		
May 31		SITSD TechBudget rate setting system closes	
June 1	Last day to submit FY 2019 BCDs to be processed during FY 2018. [FY 2019 BCDs can again be submitted after FYE 2018 closing]		

Date (2018)	Budget Development	Long-Range Planning	Legislation
June 1	Last day for agencies to record FY 2019 standard budgets on SABHRS. Standard budgets should tie to SABHRS control budgets and NO changes should be made to FY 2019 standard budgets until after FYE 2018 closing		
June 6	OBPP provides paper copies of organization charts published in the EB to agencies for review and edits		
late May-Sept			Agencies present approved legislative proposals to interim legislative committees
June 15		TSEP application deadline - due to Dept of Commerce	
Mid-June			<b>Bill Drafting Workshops will be conducted by LSD at dates to be announced</b>
June 30		Final date for CIO approval of agency IT plans	
July 1		Agencies submit LRITP requests and priorities to CIO/SITSD for HB10 consideration	
July 1		LRBP requests and priority listings are due to DofA A&E Division	
July 6	Agencies have all HR data processed and ready for snapshot for 2021 biennium personal services		
July 9	Agencies submit fixed cost and special purpose schedules that are to be included in the August Budget Instructions (Rent, Tort Claims, SITSD, SABHRS, Workers' Comp Bureau, 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 17	Personal Services snapshot taken		
July 23	Final date for OBPP regular processing of FY 2018 BCDs		
July 24	LAST DAY for <i>emergency</i> FY 2018 BCDs to OBPP (by NOON)		
July 25	FYE Closing - No BCD Processing		
July 31	OBPP finalizes fixed cost schedules with provider/managing agencies and finalizes inflation/deflation factors		
August 1	<b>OBPP hosts fixed costs workshops</b>		
Aug 1		C&A grant applications to Montana Arts Council must be submitted electronically by 5 PM	

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Aug 15	OBPP sends information regarding submission for supplemental appropriations (HB 3) and budget amendments (HB 4)		
Aug 15	OBPP sends EB request package to agencies		
Aug 16, 17, 20	<b>OBPP offers IBARS/budget request training</b>		
Aug 29-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)		
Aug 29-Sept 1	Agency 17-7-111(3)(f) submissions due to OBPP		
Sept 1	OBPP transmits base budget to LFD [statutory]		
Sept 12	Agencies submit paper copy edits of organization charts for inclusion in the EB		
Sept 14			Agencies submit Final Drafts of Appropriation 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 16	Last day to submit notice for additional BAs to be included in HB 4, as introduced		
early Dec			<b>OBPP conducts fiscal note training for all agencies</b>

Date (2018)	Budget Development	Long-Range Planning	Legislation
Dec			OBPP and agencies begin preparing fiscal notes on pre-introduced bills
Dec 3	Last day to submit revisions to HB 3 supplemental appropriation requests		
Dec 3		DofA A&E Division to electronically post/distribute LRBP "book" to agencies	
Dec 15	OBPP submits any amendments to preliminary EB to LFD [statutory]		
Dec 17			5 o'clock LSD deadline for pre-introduction of bills
Jan 7, 2019	Legislature convenes		