

OFFICE OF THE GOVERNOR
STATE OF MONTANA



STEVE BULLOCK
GOVERNOR

MIKE COONEY
LT GOVERNOR

'21B – Memo 3

TO: Agency Directors
FROM: Dan Villa, Budget Director
Date: February 15, 2018
Subject: Agency Program Inventories

Montana's finances are on the mend and our economy is strong, however the realities of decisions made during the 2017 legislative sessions will affect the way the Office of Budget and Program Planning (OBPP) conducts the Executive Planning Process (EPP) for the 2021 Biennium.

The EPP for the 2021 Biennium must take into account the current budget realities. Executive Agencies must focus on living within their means and finding efficiencies in existing services. To help in that process, OBPP will be collecting a program inventory. There will be no traditional EPP this cycle. The purpose of the inventory is to develop a database of distinct stand-alone products, services, functions, and facilities offered by agencies. The inventory will include the beneficiaries and size of agency programs, as well as the authorization, purpose, and length of existence of agency programs.

The inventory will serve as a baseline for future work that will benefit both OBPP and agencies. As OBPP increasingly utilizes data analytics, this inventory can provide valuable information to make informed budgeting decisions in future biennia. This inventory will mark the beginning of a useful process for future biennia, legislatures, and governors.

In the coming weeks, OBPP will be releasing a survey tool that will allow agencies to share this information about the programs they operate. Along with the tool itself, there will be specific instructions and definitions to help describe what the tool is intended to capture. As reflected in Budget Memo 1 – Budget Timeline, submission of survey results will be required no later than April 16, 2018. In the months following that deadline, my staff and I look forward to working with agency staff to further refine responses where needed and to understanding more thoroughly the work that agencies do on behalf of the people of Montana.

Budget requests that may normally be submitted during EPP, particularly for non-general fund requests, will now be submitted during the budget request submission prepared by agencies during the month of August and no later than September 1, 2018.