



OFFICE OF BUDGET AND PROGRAM PLANNING
MEMO 1 - TIMETABLE FOR 2025 BIENNIUM EXECUTIVE BUDGET AND 2023 BIENNIUM ACTIONS
Version 3 Last Updated: 10/12/2022 (Training Opportunities are highlighted in italic bold)

Date (2022)	Budget Development	Long-Range Planning	Legislation
January 1		Dept of Commerce announces availability of Montana Historic Preservation Program (MHPG) applications	
January 26	OBPP distributes Timetable for 2025 Biennium Executive Budget (EB)		
January 31		The Architecture & Engineering Division (A&E) of the Dept of Administration sends detailed instructions to agencies for capital project requests (major repair and capital development projects) for the Long-Range Building Program (LRBP).	
February 1		A&E opens the WixeHive application portal for agencies and institutions to upload Capital Projects and Major Repair requests	
February		DNRC issues applications for the Renewable Resources Grant & Loan (RRGL) and Reclamation and Development Grant Program (RDGP) for RIT funds	
February 17			OBPP issues instructions to agencies for Legislation Proposals for the 2023 session
February 14-15	OBPP distributes memo regarding establishment of FY 2023 Standard Budgets on SABHRS to create the base budget (starting point) on IBARS.		
February 18	<i>OBPP conducts training webinars covering org and project mapping, subclass attribute review, standard budget creation, and available reporting</i>		
February 28		Montana Historic Preservation Grant Program applications due to the Department of Commerce - Community Development Division	
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 Montana Coal Endowment Program (MCEP)	

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March 1		CIO submits State Strategic IT Plan to the Governor	
March 1		SITSD TechBudget agency first year (2024) utilization entry is open.	
Week of March 21	OBPP distributes memo regarding development of measureable goals and objectives for the 2025 biennium.		
Week of March 21	OBPP provides training on the development of measureable goals and objectives for the 2025 biennium.		
March 25		W2ASACT (Water, Wastewater, Solid Waste Action Coordination Team) Application workshops are offered in Great Falls (Heritage Inn)	
March 31		SITSD TechBudget agency first year (2022) utilization entry is due.	
March - June		A&E Division assists agencies and institutions with WizeHive submissions for prioritization and finalization of major repair and capital development project requests	
April 1	Final day for completion of all agency reorganizations and submittal of related BCDs to OBPP		
April 12	OBPP distributes Federal Mandates Report Form and Guidelines		
April 12	OBPP distributes Executive Planning Process instructions for the 2025 biennium		
April 12	OBPP distributes leased vehicle information for agencies to use in requesting Motor Pool services		
April 11-13	OBPP conducts EPP/IBARS training		
May 2	OBPP distributes memo regarding Executive Program and Service Inventories for 2025 Biennium Budget Development		
May 2	OBPP Online Portal for Executive Program and Services Inventories is available.		
May 2	OBPP distributes final guidelines for submission of fixed costs/special purpose schedules and guidelines for submission of enterprise and internal service funds		
May 2		Cultural and Aesthetic Grant (C&A) application available online from the Montana Arts Council (MAC)	
May 2		SITSD TechBudget agency second year (2023) utilization entry is open.	
May 2		MCEP application deadline - due to Dept of Commerce	

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May 6			Agencies Submit Legislation Proposals (concepts) to OBPP (Preliminary fiscal notes are to be prepared and submitted if the proposal has a fiscal impact)
May 9	MUS FTE to be used in 2025 Biennium Executive Budget due		
May 16		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 23		SITSD TechBudget agency second year (2023) utilization entry is due.	
May 30		SITSD TechBudget system closes	
May 30	Federal Mandates Reports Due		
May 31		Agencies submit IT Strategic Plans to CIO for review and approval	
June 1	Last day to submit FY 2023 BCDs to be processed during FY 2022. [FY 2023 BCDs can again be submitted after FYE 2022 closing]		
June 1	Last day for agencies to record FY 2023 standard budgets on SABHRS. Standard budgets should tie to SABHRS control budgets and NO changes should be made to FY 2023 standard budgets until after FYE 2022 closing		
June 6	Agencies submit EPP requests to OBPP		
June 6	Agencies submit leased vehicle survey forms to OBPP		
June 6	OBPP provides paper copies of organization charts published in the EB to agencies for review and edits		
May - July			OBPP sends approvals for legislation authorized for drafting to agencies; follow-up agency conferences scheduled as needed through fall
late May-Sept			Agencies present approved legislative proposals to interim legislative committees
June-July	Agency EPP conferences		
June 16	Agencies submit Executive Program and Service Inventories		
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		Agencies submit LRITP requests and priorities to CIO/SITSD for HB10 consideration	

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July 1		Agency and nstitution prioritized LRBP major repair and capital development project requests due to A&E in WizeHive	
July 4	Agencies have all HR data processed and ready for snapshot for 2025 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 12	Personal Services snapshot taken		
July 22	Final date for OBPP regular processing of FY 2022 BCDs		
July 25	LAST DAY for <i>emergency</i> FY 2022 BCDs to OBPP (by NOON)		
July 26	FYE Closing - No BCD Processing		
August 1		C&A grant applications to Montana Arts Council must be submitted	
August 1	OBPP finalizes fixed cost schedules with provider/managing agencies and finalizes inflation/deflation factors		
August 3	OBPP hosts fixed costs workshops		
Aug 15	OBPP sends EB request package to agencies		
Aug 15,16,17	OBPP offers IBARS/budget request training		
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)		
Sept 1	Agency 17-7-111(3)(f) submissions due to OBPP		
Sept 1	OBPP transmits base budget to LFD [statutory]		
Sept 1		A&E Division provides the Facility Condition Assessment report of deferred maintenance backlog and deficiency ratios of LRBP eligible buildings to OBPP and Legislative Finance Division.	
Sept 12	Agencies submit paper copy edits of organization charts for inclusion in the EB		

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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		
Sept 30		A&E Division submits list of major repair and capital development project requests to the Governor	
Oct		DNRC submits RRGL and RDG project ranking recommendations to Governor	
Oct 5		Department of Commerce submits MCEP and MHPG recommendations for funding to the Governor for inclusion in the Executive Budget	
Oct 12	OBPP sends information regarding submission for supplemental appropriations (HB 3) and budget amendments (HB 4)		
Oct 17	Last day to submit supplemental appropriation requests (HB 3) to OBPP		
Oct 31	Last day to submit notice for additional BAs to be included in HB 4, as introduced		
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]		
early Dec			OBPP conducts fiscal note training for all agencies
Dec			OBPP and agencies begin preparing fiscal notes on pre-introduced bills
Dec 1	Last day to submit revisions to HB 3 supplemental appropriation requests		
Dec 15	OBPP submits any amendments to preliminary EB to LFD [statutory]		
Dec 15			5 o'clock LSD deadline for pre-introduction of bills

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Jan 2, 2023	Legislature convenes [statutory]		