



**OFFICE OF BUDGET AND PROGRAM PLANNING**  
**MEMO 1 - TIMETABLE FOR 2029 BIENNIUM EXECUTIVE BUDGET AND 2027 BIENNIUM ACTIONS**

***Last Updated: 3/2/2026 (Revision 2) (Training Opportunities are highlighted in italic bold)***

<b>Date (2026)</b>	<b>Budget Development</b>	<b>Long-Range Planning</b>	<b>Legislation</b>
January 1		Dept of Commerce announces availability of Montana Historic Preservation Program (MHPG) applications	
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 Wizehive application portal for agencies and institutions to upload Capital Projects and Major Repair requests	
February 2	OBPP distributes Timetable for 2029 Biennium Executive Budget (EB)		
February 4		DNRC announces availability of applications for Renewable Resources Grant & Loan (RRGL) program	
February 13		DNRC announces availability of applications for Reclamation and Development Grant Program (RDGP) program	
February 16			OBPP issues instructions to agencies for Legislation Proposals for the 2027 session
February 28		Montana Historic Preservation Grant Program applications due to the Department of Commerce - Community Development Division	
March 2	OBPP distributes memo regarding establishment of FY 2027 Standard Budgets on SABHRS to create the base budget (starting point) on IBARS.		
March 2	<b><i>OBPP releases training webinars covering org and project mapping, subclass attribute review, standard budget creation, and available reporting</i></b>		

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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). * NEW this cycle is the link between RLs and Program Inventories		
March 1 (Approx)		Dept of Commerce issues application guidelines for the Montana Coal Endowment Program (MCEP)	
March 1		CIO submits State Strategic IT Plan to the Governor	
March 23		<b><i>W2ASACT (Water, Wastewater, Solid Waste Action Coordination Team) funding workshops are offered in Billings at the Montana Rural Water Conference</i></b>	
March 27		Agencies submit LRITP requests and priorities to CIO/SITSD for HB10 consideration	
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 - May	OBPP distributes memo regarding Executive Program and Service Inventories for 2029 Biennium Budget Development		
April - May	OBPP Online Portal for Executive Program and Services Inventories is opened.		
April 1	Final day for completion of all agency reorganizations and submittal of related BCDs to OBPP		
April 1		SITSD Budget Process Overview and Q&A TEAMS Meeting [SITSD will release specifics]	
April 1		Agency and institution prioritized LRBP major repair and capital development project requests due to A&E in WizeHive	
April 3		SITSD provides agencies with recommended usage for both FY 2028 and FY 2029 – agencies will make adjustments for both fiscal years	
April 4	OBPP distributes memo regarding development of measurable goals and objectives for the 2029 biennium.		

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April 13	<b>OBPP releases EPP/IBARS training</b>		
April 13	OBPP distributes Executive Planning Process instructions for the 2029 biennium		
April 13	OBPP distributes leased vehicle information for agencies to use in requesting Motor Pool services		
April 30		CIO/SITSD presents agency HB 10 requests to OBPP for potential inclusion in the Executive Budget	
May 4	OBPP distributes final guidelines for submission of fixed costs/special purpose schedules and guidelines for submission of enterprise and internal service funds		
May 4		Cultural and Aesthetic Grant (C&A) application available online from the Montana Arts Council (MAC)	
May 4		MCEP application deadline - due to Dept of Commerce	
May 4		Agency adjustments to recommended usage amounts due back to SITSD for both FY 2028 and FY 2029	
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 11	MUS FTE to be used in 2029 Biennium Executive Budget due		
May 15		DNRC applications for RRGL and RDG projects are due	
May 15	Last day to finalize RLs and all types of OTOs with agencies and LFD [File maintenance will be required through FYE]		
May 15		SITSD preliminary rates visible – agencies are able to make additional adjustments if needed.	
May 29	Agencies submit Executive Program and Service Inventories		
May 29		Agencies submit IT Strategic Plans to CIO for review and approval	
June 1	Last day to submit FY 2027 BCDs to be processed during FY 2026. [FY 2027 BCDs can again be submitted after FYE 2026 closing]		

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June 1	Last day for agencies to record FY 2027 standard budgets on SABHRS. Standard budgets should tie to SABHRS control budgets and NO changes should be made to FY 2027 standard budgets until after FYE 2026 closing		
June 5	Agencies submit EPP requests to OBPP		
June 5	Agencies submit leased vehicle survey forms to OBPP		
June 5	OBPP provides paper copies of organization charts published in the EB to agencies for review and edits		
June 10		Agency adjustments (round 2) to recommended usage amounts due back to SITSD for both FY 2028 and FY 2029	
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		
Mid-June			<b>Bill Drafting Workshops will be conducted by LSD at dates to be announced</b>
June 17		SITSD preliminary rates visible (after 2 <sup>nd</sup> round of adjustments) – Notify SITSD if any further adjustments are required	
June 24		Final day for agency utilization adjustments	
June 30		Final date for CIO approval of agency IT plans	
June 30		SITSD agency budgets close	
July 3	Agencies have all HR data processed and ready for snapshot for 2029 biennium personal services		

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July 9	Agencies submit fixed cost and special purpose schedules to OBPP that are to be included in the August Budget Instructions (Rent, Tort Claims, SITSD, SABHRS, Workers' Comp Bureau, Central Mail, Print & Mail, Payroll, Surplus Property, SWCAP, Warrant Writer, Equipment List, Natural Gas Procurement, Energy Conservation Program, Motor Pool, Grounds Maintenance, Legislative Audit, ARMS, Records Management, Chief Data Office (CDO), Enterprise Learning and Development (ELD))		
July 21	Personal Services snapshot taken		
July 21* (tentative)	Final date for OBPP regular processing of FY 2026 BCDs		
July 22* (tentative)	LAST DAY for <i>emergency</i> FY 2026 BCDs to OBPP (by NOON)		
July 23* (tentative)	FYE Closing - No BCD Processing		
July 31	OBPP finalizes fixed cost schedules with provider/managing agencies and finalizes inflation/deflation factors		
August 1		C&A grant applications to Montana Arts Council must be submitted	
August 4	<b>OBPP hosts fixed costs workshops</b>		
Aug 17	OBPP sends information regarding submission for supplemental appropriations (HB 3) and budget amendments (HB 4)		
Aug 17	OBPP sends EB request package to agencies		
Aug 17	<b>OBPP releases IBARS/budget request training</b>		
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]		

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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 11	Agencies submit paper copy edits of organization charts for inclusion in the EB		
Sept 13			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	OBPP & the Governor's Office conduct meetings regarding agency legislation (as needed)		
Sept 30		A&E Division submits list of major repair and capital development project requests and recommended priorities to the Governor	
Oct 4		Department of Commerce submits MCEP and MHPG recommendations for funding to the Governor for inclusion in the Executive Budget	
Oct 5		DNRC submits MCEP – Regional Water, RRGL, and RDG project ranking recommendations to Governor for inclusion in the Executive Budget	
Oct 16	Last day to submit supplemental appropriation requests (HB 3) to OBPP		
Nov 1	OBPP provides LFD with present law base budget [statutory]		
Nov 1			Deadline for transmittal of final draft legislation to the LSD
Nov 6	Last day to submit notice for additional BAs to be included in HB 4, as introduced		
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			<b>OBPP conducts fiscal note training for all agencies</b>

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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]		
Dec 15			5 o'clock LSD deadline for pre-introduction of bills
Jan 4, 2027	Legislature convenes [statutory]		