

KPM Budget Instruction Timeline

March – Budget Instructions Released by the Department of Administrative Services.

<https://www.oregon.gov/das/Financial/Pages/Budgetinstruct.aspx>

March – April

Agencies who wish to make changes to their KPMs need to input their change requests into the KPM Online System and notify their CFO/LFO analysts that they are requesting changes by April 30 of the short session year (even years). CFO/LFO analysts will review the requests and provide feedback by June 30. Agencies may adjust proposed changes based on feedback received.

October 1

Agency APPRs (Annual Performance Progress Report) are due to LFO on October 1; please check the LFO KPM website for more information and submission instructions. Agencies are required to post a copy of the APPR on the agency's website. Annual reports are also posted centrally on the LFO KPM Website (<https://www.oregonlegislature.gov/lfo/Pages/KPM.aspx>).

It is possible agencies will not have complete data on some measures; agencies should note data is not yet available in the “How we are Doing” section for the relevant KPM(s). Submit the APPR on October 1st. When the information is complete, agencies will update the automated system as soon as possible and email a revised copy of the updated APPR to the agency's CFO/LFO analysts and copy Ed Arabas in LFO.

October

Include APPR for FYE June 30th in Governor's Recommended Budget (Note: if you are a yearly reporter, no worry KPMs are an iterative process, enter what you have and note where you do not) ***The APPR is not required for ARB, include in GB/LAB.***

January – June – Full Legislative Session (Odd year sessions)

Agencies provide KPM presentations to the Joint Committee on Ways and Means. The Committee reviews proposed changes and makes a recommendation on the KPMs as part of the budget approval process.

June

A list of legislatively approved KPMs for the next biennium will be attached to each agency's final Budget Report.