KPM Budget Instruction Timeline

March (even-numbered year only)

The Department of Administrative Services releases the budget instructions for development of the next biennial budget (https://www.oregon.gov/das/Financial/Pages/Budgetinstruct.aspx).

March – April (even-numbered year only)

Agencies that want to propose changes to their KPMs must notify their CFO/LFO analysts and enter their initial KPM change requests into the KPM System by April 30. Agencies must work directly with their CFO/LFO analysts prior to entering the initial KPM change requests into the KPM System. Once there is agreement for the proposed change(s) among the agency, CFO, and LFO, then the agency may enter their initial KPM change requests into the KPM System. CFO/LFO analysts may provide additional feedback by June 30. Agencies may adjust their initial KPM change request based on the feedback received.

October (every year)

Agencies must submit their Annual Performance Progress Report (APPR) by October 1, via email to their CFO/LFO analysts, with a carbon copy to the LFO KPM System Administrator. Agencies are required to post their APPR on their agency website. LFO also posts every APPR received on the LFO KPM website (https://www.oregonlegislature.gov/lfo/Pages/KPM.aspx).

Occasionally, agencies will have incomplete KPM data when their APPR is due. When that happens, agencies should note the data incomplete in the "How Are We Doing" section of the APPR for each relevant KPM. When the data become available, agencies must update their APPR as soon as possible and email the updated APPR to their CFO/LFO analysts, with a carbon copy to the LFO KPM System Administrator. Please note that even if data are incomplete, agencies are still required to submit their APPR every year.

Agencies should include the APPR for the fiscal year ending June 30th in the Governor's Budget. If an agency only reports KPM data once every two years instead of every year, the agency should enter the available data and note where data are missing. Because KPM reporting is an iterative process, agencies can update their APPR once data become available. Please note that the APPR is not required for the Agency Request Budget, but it should be included in the Governor's Budget and the Legislatively Adopted Budget.

In even-numbered years, agencies that have entered proposed KPM changes into the KPM System must submit their APPR with the proposed changes included.

January – June (Odd-numbered year only)

Agencies provide an overview of their KPMs in their budget presentation to the appropriate Subcommittee of the Joint Committee on Ways and Means. Each Subcommittee reviews the KPMs and their targets, and may propose changes before making a final recommendation to the full Joint Committee on Ways and Means as part of the budget approval process.

June (Odd-numbered year only)

Each agency's legislatively approved KPMs for the next biennium are listed in the budget report for the agency's biennial budget bill.