



DOE-EM Budget Development Calendar

E C O S ecos.org/doe-em-budget-calendar

Formulation Phase

Year One

January

Sites Develop Priorities

Each DOE-EM site should engage states and stakeholders in discussions on the DOE-EM budget. Initial discussions should focus on prioritization of specific site cleanup activities through development of a list of prioritized activities and/or milestones irrespective of funding levels.

The sites should submit states and stakeholder's input as supplemental data to the budget proposal to headquarters.

Opportunity for Input

Provide priorities to the site through in person meetings, calls, or written comments. DOE Headquarters provides annual guidance on states and stakeholders involvement in the EM budget request process.

February - March

HQ Outlines Budget

DOE Office of the Chief Financial Officer (OCFO) prepares a budget outline by looking at requests from previous years and current year spending. OCFO meets with the DOE Secretary to set a top line total for DOE's budget. The Department will usually build several possible budgets based on varying assumptions. Individual DOE office budgets may be set higher or lower based on DOE's or the Administration's focus for the year. Generally, OCFO sets the overall EM budget, but sometimes the Secretary may provide input on priorities or funding for a site. OCFO does not usually hear from a site or lab directly during the budget process.

February - May

HQ and Sites Discuss Priorities

Throughout this period headquarters and sites are discussing priorities.

Opportunity for Input

DOE prefers states to work with sites on setting priorities but if they feel like the site is not listening, states can reach out to Steve Trischman (steve.trischman@em.doe.gov) at headquarters during this period.

Sites Develop Budget Proposal

Each site should receive the final outyear planning profile and budget guidance from headquarters. With this information, the site should schedule a briefing with states and stakeholders to discuss planned accomplishments for the work scope, cleanup priorities, schedules and milestones, and compliance projections at the approved site baseline levels.

Sites should develop plans for multiple funding levels (i.e. to support work towards milestones, flat funding, compliance with state and federal laws, etc).

Sites provide an integrated priority list to headquarters that may not get funded in exact order due to other factors such as mobilization of contractors or ongoing work of long-term projects.

February - September

OMB Open to Input

Opportunity for Input

This is a good time for state agencies or elected officials to reach out to OMB on Target Fiscal Year budget priorities. States can set up a call or meeting with OMB staff, or send written comments. OMB staff can have more open and frank discussions before they receive budget from DOE.

To share input about DOE-EM Sites, contact Donovan Robinson (Donovan_O_Robinson@omb.eop.gov). To share input about National Nuclear Security Administration (NNSA) Sites, contact Alexander Reed (Alexander.R.Reed@omb.eop.gov) and Paul Rehmus (Paul_B_Rehmus@omb.eop.gov).

May (May be June or July depending on specific year.)

OMB Provides Guidance to HQ

OMB provides budget guidance to Departments and Agencies. This information is publicly available on the OMB website (<https://www.whitehouse.gov/wp-content/uploads/2018/06/a11.pdf>).

June - September

EM Pitches Budget to Secretary

Budget discussions between sites, EM headquarters, and the DOE Secretary's office continue. Each DOE Office, including EM, presents a budget to the Secretary, who then provides feedback. The Office of the Chief Financial Officer (OCFO) tracks the overall Departmental budget as changes are made in response to the Secretary's feedback.

August

DOE Completes Budget Request

DOE Office of the Chief Financial Officer (OCFO) works to complete a full budget.

September

DOE Briefs OMB

DOE's Chief Financial Officer and Budget Director brief OMB on DOE's overall budget.

Program offices send budget proposals to OMB. Program offices have meetings with OMB examiners and branch chiefs.

OMB Staff Brief Director

OMB staff present budgets for programs they oversee to the OMB Director.

November - December

OMB and DOE Negotiate

DOE gets an updated budget back from OMB. During a several week settlement process OMB and DOE negotiate a final proposed budget.

Year One and Year Two

October - January

OMB Adjusts Budgets

OMB has DOE and other Departments' budgets. OMB reviews them and makes adjustments.

DOE Cannot Discuss Budget

DOE cannot talk to states about the embargoed budget during this period.

December - January

DOE Develops Budget Justification

With final budget numbers negotiated, DOE develops the budget justification that will be released with the President's budget proposal.

Year Two

February

OMB Submits Budget to Congress

The President's budget is submitted to Congress. The roll out of the President's budget proposal is followed by briefings and discussions with Congress, states, and stakeholders.

At this point sites can discuss the President's request, including metrics and milestones, as long as they are consistent with approved talking points and budget language. They cannot discuss tradeoffs or other decisions made during the development of the budget.

Sites Provide Budget Briefings

Within 30 days of submission of the President's budget to Congress, sites should provide a briefing to the states and stakeholders outlining planned accomplishments at the President's request level and an assessment of impacts related to activities that will not be performed.

Appropriation Phase

February - March

Congress Holds Hearings

Congress holds hearings on the DOE budget with the Secretary and other DOE leadership. DOE's budget is reviewed and discussed in both houses of Congress. These hearings take place in the House and Senate Appropriations Committees' Subcommittees on Energy and Water Development.

March - April

Congress Sets Budget Parameters

The Appropriations Committee in each chamber provides the Subcommittees with a total amount they can put on the appropriations bills for their Departments with a breakdown of appropriation accounts.

Opportunity for Input

During this period anyone may submit comments on DOE's budget to the Appropriations Committees' Subcommittees on Energy and Water Development. In both houses of Congress, Subcommittee staff have indicated that understanding community and state priorities is helpful.

The contacts for the two Subcommittees are:

Senate Appropriations Committee, Subcommittee on Energy and Water Development

- Majority Staff (R) – Bill McNavage (William_McNavage@appro.senate.gov)
- Minority Staff (D) – Amanda Wyma-Bradley (Amanda_Wyma-Bradley@appro.senate.gov)

House Appropriations Committee, Subcommittee on Energy and Water

- Majority Staff (R) – Laura Cylke (Laura.Cylke@mail.house.gov)
- Minority Staff (D) – Scott McKee (Scott.McKee@mail.house.gov)

In addition to hearing directly from stakeholders, the Appropriations Subcommittees accept requests that indicate interests and priorities from Members of Congress representing districts with DOE sites. Those Members from affected states are also open to meeting with states and stakeholders.

April - July

Congress Writes Appropriations Bills

Congressional staff in both the Senate and the House draft appropriations bills for markup by their respective Subcommittees, and then by the full Committees. After markups, the bills move to floor votes.

After Subcommittee markups, money is not usually added to the bills, but it can be shifted around.

August - September

Congress Conferences on Budget	If the House and Senate budget bills are not identical, members conference to negotiate a unified budget. There may be additional briefings on the budget to obtain more information.
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No later than September

Congress Passes Budget (or Not!)	Congress passes an appropriations bill to fund the government for the following fiscal year. In the absence of a full appropriation, Congress may pass a short-term continuing resolution (CR) to temporarily fund the government while final negotiations are worked out. In the absence of either an appropriation or CR, a full or partial government shutdown may occur.
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Execution Phase

30 days after DOE appropriations are passed. October in a standard year two.

HQ Sends Sites Budgets	DOE HQ sends information to sites about funding allotted in the budget so that sites may execute their work.
Sites Brief on Appropriations	DOE sites should provide a briefing to states and stakeholders on the appropriation, funding allocations, and potential impacts. This briefing should include information on carryover amounts and actual versus planned performance metrics from previous year.