



# DOE-EM Budget Development Calendar

[ecos.org/doe-em-budget-calendar](https://ecos.org/doe-em-budget-calendar)

## Formulation Phase

### January Year One

#### Sites Develop Priorities

- SITE

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 stakeholder's advice as a supplemental data to the budget submittal to headquarters.

#### Opportunity for Input

Provide priorities to site.

### February - March Year One

#### HQ Outlines Budget

- DOE HQ

DOE OCFO starts putting together a budget outline by looking at requests from previous years and current year execution data. OCFO meets with the DOE Secretary to set a top line total for DOE. 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 just 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 budget process.

### February - May Year One

#### HQ and Sites Discuss Priorities

- DOE HQ

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, can reach out to headquarters during this period.

### February - May Year One

#### Sites Develop Budget Proposal

- SITE

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 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 Year One**

## **OMB Open to Input**

- OMB

### **Opportunity for Input**

This is a good time for states to reach out to OMB on Target Fiscal Year budget priorities. OMB staff can have more open and frank discussions before they receive budget from DOE.

### **May Year One. May be June or July depending on specific year.**

## **OMB Provides Guidance to HQ**

- OMB

OMB provides budget guidance to Departments and Agencies. This information is publicly available on the OMB website.

### **June - September Year One**

## **EM Pitches Budget to Secretary**

- DOE HQ

Budget discussions between sites, EM headquarters, and the DOE Secretary's office continue. Each DOE Office, such as EM, presents a budget to the Secretary who provides feedback. OCFO tracks the overall Departmental budget as changes are made in response to the Secretary's feedback.

### **August Year One**

## **DOE Completes Budget Request**

- DOE HQ

DOE OCFO works to complete full budget.

### **September Year One**

## **DOE Briefs OMB**

- DOE HQ

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.

### **September Year One**

## **OMB Staff Brief Director**

- OMB

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

**October Year One - January Year Two**

## **OMB Adjusts Budgets**

- OMB

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

**October Year One - January Year Two**

## **DOE Cannot Discuss Budget**

- DOE HQ

DOE cannot talk to states about the Target Fiscal Year budget during this period.

**November Year One - December Year One**

## **OMB and DOE Negotiate**

- OMB

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

**December Year One - January Year Two**

## **DOE Develops Budget Justification**

- DOE HQ

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

**February Year Two**

## **OMB Submits Budget to Congress**

- OMB

The President's budget is submitted to Congress. The roll out of President's budget proposal for the Target Fiscal Year follows with briefings for and discussions with Congress 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.

**February Year Two**

## **Sites Provide Budget Briefings**

- SITE

Within 30 days of submission of 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 Year Two

### Congress Holds Hearings

- CONGRESS

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 Year Two

### Congress Sets Budget Parameters

- CONGRESS

The Appropriations Committee in each chamber provides the Subcommittee with a total amount they can put on the appropriations bill 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 Committee's Subcommittee on Energy and Water Development. In both houses of Congress, Subcommittee staff have indicated that understanding community and state priorities is helpful. Members of Congress from affected states are also open to meeting with stakeholders.

In addition to hearing directly from stakeholders, the Appropriations Subcommittees accept requests that indicate interests and priorities from Members of Congress from districts with DOE sites.

## April - July Year Two

### Congress Writes Appropriations Bills

- CONGRESS

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 being added to the bills, but can be shifted around.

## August - September Year Two

### Congress Conferences on Budget

- CONGRESS

The House and Senate conference to negotiate a unified budget. There may be additional briefings on the budget to obtain more information.

## No later than September Year Two

### Congress Passes Budget (or Not!)

- CONGRESS

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.

## Execution Phase

**30 days after DOE appropriations are passed. October Year Two in a standard year.**

### HQ Sends Sites Budgets

- DOE HQ

DOE HQ sends information to sites about funding allotted in the budget so that sites may execute their work.

*30 days after DOE appropriations are passed. October Year Two in a standard year.*

### Sites Brief on Appropriations

- SITE

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.