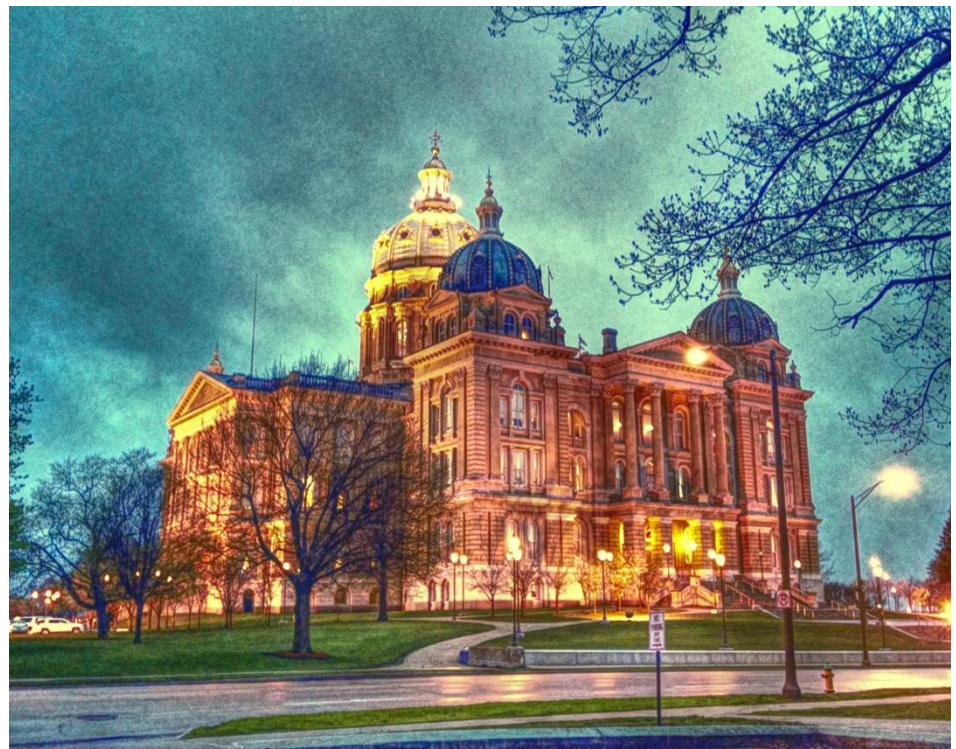


THE IOWA LEGISLATURE



January 2019

Fiscal Note Information Guide



LEGISLATIVE
SERVICES AGENCY

Serving the Iowa Legislature

This Fiscal Note Information Guide outlines the process for completing a Fiscal Note that is published by the Fiscal Services Division of the Legislative Services Agency (LSA).

The Iowa Legislature

FISCAL NOTE INFORMATION GUIDE

INTRODUCTION

The General Assembly, through Joint Rule 17, requires a Fiscal Note to be attached to any bill or joint resolution that could reasonably have an annual fiscal impact of at least \$100,000 or a combined impact of \$500,000 within five years of enactment. The Legislative Services Agency (LSA) reviews each bill and joint resolution for impacts on aggregate revenues, expenditures, or fiscal liability of the State or its subdivisions that may meet the threshold for a Fiscal Note.

Part I of this document outlines the Fiscal Note process for legislative users, including the Fiscal Note process and how to request a Fiscal Note. Part II is a guide for departments on preparing and submitting cost estimates to the LSA. Part III provides instructions for LSA analysts using the Fiscal Note program.

Joint Rule 17 — Fiscal Notes

A fiscal note shall be attached to any bill or joint resolution which reasonably could have an annual effect of at least one hundred thousand dollars or a combined total effect within five years after enactment of five hundred thousand dollars or more on the aggregate revenues, expenditures, or fiscal liability of the state or its subdivisions. This rule does not apply to appropriation and ways and means measures where the total effect is stated in dollar amounts.

Each fiscal note shall state in dollars the estimated effect of the bill on the revenues, expenditures, and fiscal liability of the state or its subdivisions during the first five years after enactment. The information shall specifically note the fiscal impact for the first two years following enactment and the anticipated impact for the succeeding three years. The fiscal note shall specify the source of the information. Sources of funds for expenditures under the bill shall be stated, including federal funds. If an accurate estimate cannot be made, the fiscal note shall state the best available estimate or shall state that no dollar estimate can be made and state concisely the reason.

The preliminary determination of whether the bill appears to require a fiscal note shall be made by the legal services staff of the legislative services agency. Unless the requestor specifies the request is to be confidential, upon completion of the bill draft, the legal services staff shall immediately send a copy to the fiscal services director for review.

When a committee reports a bill to the floor, the committee shall state in the report whether a fiscal note is or is not required.

The fiscal services director or the director's designee shall review all bills placed on the senate or house calendars to determine whether the bills are subject to this rule.

Additionally, a legislator may request the preparation of a fiscal note by the fiscal services staff for any bill or joint resolution introduced which reasonably could be subject to this rule.

The fiscal services director or the director's designee shall cause to be prepared and shall approve a fiscal note within a reasonable time after receiving a request or determining that a bill is subject to this rule. All fiscal notes approved by the fiscal services director shall be transmitted immediately to the secretary of the senate or the chief clerk of the house, after notifying the sponsor of the bill that a fiscal note has been prepared, for publication in the daily clip sheet. The secretary of the senate or chief clerk of the house shall attach the fiscal note to the bill as soon as it is available.

The fiscal services director may request the cooperation of any state department or agency in preparing a fiscal note.

A revised fiscal note may be requested by a legislator if the fiscal effect of the bill has been changed by adoption of an amendment. However, a request for a revised fiscal note shall not delay action on a bill unless so ordered by the presiding officer of the house in which the bill is under consideration.

If a date for adjournment has been set, then a constitutional majority of the house in which the bill is under consideration may waive the fiscal note requirement during the three days prior to the date set for adjournment.

Additional Fiscal Note Information

Joint Rules: www.legis.iowa.gov/DOCS/ChamberRules/JointRules.pdf

Correctional and Minority Impact Statement — [Iowa Code section 2.56](#)


Fiscal Notes for Administrative Rules — [Iowa Code section 25B.6](#)

PART I — A GUIDE TO THE FISCAL NOTE PROCESS

Part I of this document outlines the Fiscal Note process for legislative users, including how to request a Fiscal Note.

INTRODUCTION TO FISCAL NOTES


A Fiscal Note is a clear, concise, nonpartisan analysis of estimated costs and/or revenues produced by actions included in proposed legislation. The following is an example of a published Fiscal Note.



LSA
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Fiscal Note

Fiscal Services Division



[SF 358](#) – Search Warrants, Electronic Applications to Court (LSB1658SV)
 Analyst: Laura Book (Phone: (515)725-0509) (laura.book@legis.iowa.gov)
[Fiscal Note Version – New](#)

Description
[Senate File 358](#) allows for the application for and issuance of a search warrant by electronic means. The Bill permits the Judicial Branch to establish the processes and procedures for the electronic submission of an application for and issuance of a search warrant. In addition, SF 358 allows for the written inventory of any property seized to be filed with the clerk of the district court.

Background
 Currently, search warrants may only be submitted to and issued by a magistrate through written means. Senate File 358 allows for electronic application for and issuance of a search warrant.

Assumptions
 The electronic submission system for receiving applications and issuing warrants would not be implemented until the necessary technology funds are available to complete the project.

Fiscal Impact
 Senate File 358 does not have a fiscal impact because it does not mandate immediate implementation of an electronic submission system. An electronic submission system for the application for and issuance of search warrants would not be implemented until the necessary technology funds are available within the Judicial Branch operating budget.

The costs and possible savings from implementing an electronic submission system are currently unknown, and will vary depending on the ability of the local law enforcement systems to interface with the Court's electronic document management system. The electronic submission system may allow for some savings as a result of reduced processing costs and greater efficiency in the application and issuance process.

Source
 Judicial Branch

/s/ Holly M. Lyons
 March 8, 2017

The fiscal note for this Bill was prepared pursuant to Joint Rule 17 and the Iowa Code. Data used in developing this fiscal note is available from the Fiscal Services Division of the Legislative Services Agency upon request.

ELEMENTS OF A FISCAL NOTE

A Fiscal Note includes the following information:

- Bill Description — A brief summary of the proposed legislation.
- Background — Any information the analyst believes is useful in understanding the analysis and the fiscal estimate.
- Assumptions — Outlines assumptions used in the analysis. Assumptions may be used to explain differences between estimates received from agencies and the LSA analysis.
- Fiscal Impact — This can include:
 - ✓ The estimated change in State and local costs or revenues resulting from the proposed legislation.
 - ✓ Fiscal impact expected over the first two years following enactment of the bill and the anticipated impact in the succeeding three years, if known.
 - ✓ Funding sources affected by the proposed legislation.
 - ✓ Agencies or departments responsible for the implementation of the proposed legislation.
 - ✓ A list of sources of information as required by [Joint Rule 17](#).
 - ✓ State agencies or departments directly affected by the fiscal impact of the legislation.

A Fiscal Note falls into two main categories:

- Creating, disbanding, expanding, or contracting a government function (e.g., building a new prison).
- Revenue adjustments.
 - ✓ Fee increases or decreases (e.g., fish and game licenses).
 - ✓ Tax increases or decreases (e.g., 10.0% reduction in income tax rates).

Correctional and Minority Impact:

- Correctional impact of legislation — Included for legislation that proposes:
 - ✓ Changes to a law that creates a public offense.
 - ✓ Significant changes to an existing law or the penalty for an existing offense.
 - ✓ Changes to existing sentencing, parole, or probation procedures.
- Minority impact of legislation — Includes a summary of the potential effects to minority persons of the proposed legislation. Minority persons are defined as women, persons with a disability, African Americans, Latinos, Asians or Pacific Islanders, American Indians, or Alaskan Native Americans.

If an accurate estimate cannot be made, a Fiscal Note shall state the best available estimate or shall state that no dollar estimate can be made and concisely state the reason.

OVERVIEW OF THE FISCAL NOTE PROCESS

According to Joint Rule 17, the preliminary determination of whether a bill requires a Fiscal Note is made by the legal services staff during the bill drafting process. Unless the requestor specifically requests that the bill draft is confidential, the legal services staff sends a copy to the Fiscal Services Division Director and it is assigned to a fiscal analyst.

The LSA Fiscal Services Division analyst is notified of a Fiscal Note request:

- The Fiscal Note computer program emails the LSA analyst when legislation is assigned to the analyst.
- A legislator can request a Fiscal Note by contacting the Fiscal Services Division Director or a fiscal services analyst, or by stopping in at the LSA main office in the Capitol (Room G01).
- A legislator or caucus staff member can notify an LSA analyst during a meeting related to the legislation or through an informal request such as a phone call or an email.

The LSA analyst gathers information and completes research. This can include:

- Requesting data from a State agency via the Fiscal Note Data Request system.
- Requesting data from other states, groups, websites, etc.
- Performing analyses of data already available.

The LSA analyst determines if a Fiscal Note will be written:

- The analyst reviews information from the State agency or other outside information obtained.
- If there is minimal fiscal impact, no Fiscal Note will be written. For individually requested Fiscal Notes, this will be communicated to the legislator, and the legislation will be coded as “minimal fiscal impact” in the Fiscal Note system.
- A legislator can still request a Fiscal Note be written stating that there is no impact or minimal impact.
- If there is a significant fiscal impact, the LSA analyst will write a Fiscal Note.
- Memos — Fiscal Notes are not published until legislation has been voted out of a standing committee and a House or Senate file number has been assigned. If fiscal information is requested prior to committee approval, the LSA analyst may write a Fiscal Note Memo that includes the majority of the information contained in a Fiscal Note document; however, the document is delivered to the requesting legislator only.

Fiscal Notes are reviewed, edited, and published:

- The LSA Fiscal Note Coordinator will maintain the progress of a Fiscal Note document.
- The LSA Publications Processing and Proofreading Office completes the first review of the completed Fiscal Note.

- The Fiscal Services Division Editor and then the Director will review and, when final, sign the completed Fiscal Note.
- The Fiscal Note is revised with edits and published to the LSA website under the Fiscal Note document link: www.legis.iowa.gov/LSAReports/fiscalNotes.aspx.
- A paper copy of the Fiscal Note is distributed to the requesting legislator or, in some cases, is emailed to the legislator and is transmitted to the Secretary of the Senate or the Chief Clerk of the House for publication in the daily Clip Sheet. Two copies are delivered to the well of the Chamber where the bill is scheduled for debate.

Fiscal Notes may be updated for several reasons, including:

- The legislation is amended and the fiscal impact has changed.
- There is legislation in the other chamber (House or Senate) that may be similar, but has different proposed changes, making the fiscal impact different.
- Additional information has been received after the Fiscal Note has been issued, and the document needs to be revised.

PREPARING A FISCAL NOTE

A Fiscal Note falls into two main categories:

- Creating, disbanding, expanding, or contracting a government function.
 - ✓ The general source of fiscal estimate information will be the impacted State departments or agencies. The information includes the following:
 - Number of staff involved, average salary, and employee benefit costs
 - Office space
 - Vehicles
 - Other expenses
 - ✓ Offsetting revenue (e.g., will fees be charged to cover the increased expenditures).
 - ✓ Interest expense.
 - ✓ Funding source.
 - ✓ Impact of inaction.
 - ✓ Timing of impact (e.g., starting mid-fiscal year).
- Revenue adjustments.
 - ✓ This type of analysis is fairly straightforward.
 - ✓ If there is a fee change, the relevant agency usually provides the background information.
 - ✓ If there is a tax change, the Department of Revenue usually provides information and analysis, but the information is reviewed by the LSA analyst.
 - ✓ Individual income tax — Iowa income tax microsimulation model.
 - ✓ Corporate tax — ad hoc analysis based on tax returns.
 - ✓ Sales tax — U.S. Census Bureau Economic Census (every five years).
 - ✓ Gas tax — Departments of Transportation and Revenue.
 - ✓ If there is a business-related tax credit change, the Economic Development Authority often provides background information.
 - ✓ Timing of impacts.
 - ✓ Fiscal Notes do not include analysis related to secondary impacts (dynamic feedback) such as economic multipliers, indirect or induced effects, impact on related business assistance programs, or the probability adjustment for the actual impact of the revenue law change.
 - ✓ Fiscal Note estimates exclude costs caused by inflation, unless otherwise noted.

A Fiscal Note document can also include a Correctional Impact Statement. A Correctional Impact Statement analyzes legislation that creates a new crime or changes an existing crime and/or penalty. This includes legislation that:

- Changes a law that creates a public offense.
- Significantly changes an existing law or the penalty for an existing offense.
- Changes existing sentencing, parole, or probation procedures.

In addition, a Minority Impact Statement will be included with a Correctional Impact Statement. This includes a summary of the potential effects to minority persons for proposed legislation and includes:

- Projecting the racial composition of offenders convicted of the particular criminal offense.
- Changes in the criminal sentence length by race for persons receiving correctional supervision.

Minority persons are defined as women, persons with a disability, African Americans, Latinos, Asians or Pacific Islanders, American Indians, or Alaskan Native Americans.

Legislation that does not have a correctional impact will likely not have a minority impact. Information for the Correctional Impact Statement or Minority Impact Statement is available at the Justice System Appropriations Subcommittee documents website. This information is updated annually and published to the website at the beginning of the calendar year prior to the legislative session. Refer to Appendix B for examples.

REQUESTING A FISCAL NOTE

The Legal Services Division staff makes the preliminary determination of whether legislation will require a Fiscal Note.

- The Fiscal Note system assigns Fiscal Notes by subject codes assigned to Fiscal Services Division staff.
- The fiscal analyst can accept or reject the assigned Fiscal Note.
- If accepted, the fiscal analyst will request or obtain information using a data request (refer to Part III — Requesting Fiscal Note Information).
- If rejected, the Fiscal Note will be assigned to another fiscal analyst.


Unless the bill requestor specifies that the legislation is to be confidential, the Legal Services Division staff will send a copy of the completed legislation to the fiscal services analyst.

When a committee reports a bill to the floor, the committee shall state in the report whether a Fiscal Note is or is not required.

A legislator may request a Fiscal Note for any bill or joint resolution which reasonably could be subject to Joint Rule 17. Fiscal Notes are not attached to simple or concurrent resolutions. To request a Fiscal Note:

- A legislator can request a Fiscal Note by contacting the Fiscal Services Division Director or a fiscal services analyst, or by stopping in at the LSA main office in the Capitol (Room G01).
- A legislator or caucus staff member on behalf of a legislator, can notify an LSA analyst during a meeting related to the legislation or through an informal request such as a phone call or an email.

The fiscal analyst should make a notation in the Fiscal Note program related to the requestor:

 Edit Fiscal Note For LSB: 1365HV
✕

Fiscal Note Information

LSB Code *	Amendment Number	Bill Prefix	Bill Number
<input type="text" value="HV"/>	<input type="text"/>	<input type="text" value="HF"/>	<input type="text" value="516"/>

Fiscal Note Attributes:

<input checked="" type="checkbox"/> Fiscal Note	<input type="checkbox"/> Memo
<input type="checkbox"/> State Mandate	<input checked="" type="checkbox"/> Correctional Impact
<input type="checkbox"/> Required Report	<input type="checkbox"/> Legislative Study
<input checked="" type="checkbox"/> Admin Rules	

Fiscal Note Requester:

Bill Requester:

Legislators
 Departments
 Committees
 Governor's Office

Requester:

Comments:

* Required Fields

The fiscal impact of legislation is often discussed during subcommittee meetings or committee meetings. Per Joint Rule 17, the minimum fiscal impact for issuing a Fiscal Note is \$100,000 per year or \$500,000 over five years; however, a Fiscal Note for legislation with a fiscal impact below this amount may be requested. The fiscal analyst can provide the information in one of the following ways:

- Directly to the requestor using verbal communication, email, or telephone.
- Directly to the requestor using a written Fiscal Note Memo document.
- By providing information received from an outside source (such as Department estimates).

Joint Rule 17 does not apply to Appropriation and Ways and Means bills where the total effect is stated in dollar amounts.

Fiscal Note estimates usually exclude costs caused by inflation so that the fiscal implications resulting from proposed legislation can be more accurately identified. Agency estimates only include direct impacts; secondary impacts related to the economy are not included.

FREQUENTLY ASKED QUESTIONS

Who can request a Fiscal Note?

All bills placed on the Senate or House calendar are reviewed by the Fiscal Services Division to determine if a Fiscal Note is needed. Additionally, a legislator or caucus staff member at the direction of a legislator may request the preparation of a Fiscal Note for any bill or joint resolution that could reasonably meet the threshold for a Fiscal Note.

If a bill does not appropriate funds, why is there an impact?

Fiscal Notes provide both expenditure and revenue estimates associated with a bill and reflect the full cost of a bill regardless of whether funds are being appropriated. Fiscal Notes are still needed to reflect the costs of bills that have a direct impact on expenditures of government services because the Fiscal Note provides an estimate for full implementation of the bill. Legislation that has a fiscal impact may be funded through an appropriations bill.

Is there a fiscal impact if a bill authorizes but does not require a program to be implemented?

For the purposes of a Fiscal Note, the LSA makes the assumption that the authorized program will be implemented. The LSA reviews all possible costs to State government and its political subdivisions in writing a Fiscal Note.

If an agency resubmits information for a bill, is the LSA obligated to use the latest information?

The LSA uses the most accurate and reliable information whenever that information is received. If new information is submitted that varies greatly from the original estimates, the information the LSA believes is the most accurate will be used. In some cases the LSA will issue a revised Fiscal Note based on data submitted after the initial issuance. The LSA is not obligated to use any data provided by a department and seeks multiple and independent sources of financial information.

Do Fiscal Notes reflect the impact only to State government or to Iowa as a whole?

Most Fiscal Notes reflect revenue and expenditure impacts on State government. However, they can include fiscal impacts on political subdivisions when information is available.

Do Fiscal Notes reflect costs to State funds only, or do they reflect costs related to the Iowa economy?

A Fiscal Note only addresses the direct effect of revenues and expenditures to State government. Secondary impacts related to the legislation, such as job impacts or unemployment rates, are not included in Fiscal Note estimates.

How do Fiscal Notes and appropriations bills work together?

A Fiscal Note provides the estimate of the potential costs of a bill and is used as a tool for the Appropriations Committee in determining the budgets for each department if the bill is enacted or is presumed to be enacted. The General Assembly is not bound by Fiscal Notes when appropriating funds and can appropriate at whatever level is deemed necessary.

What is the process for distributing Fiscal Notes?

Fiscal Notes are reviewed and approved by the Fiscal Services Division Director and then filed with the Chief Clerk of the House or the Secretary of the Senate. Typically, Fiscal Notes are published in the Clip Sheets (paper copy) and on the website. If time does not permit publication in the Clip Sheets, paper copies of the Fiscal Note are distributed to legislators.

What is the baseline for preparing Fiscal Note estimates?

Fiscal Note estimates are based on laws in effect at the time the Fiscal Note is written and on the Revenue Estimating Conference (REC) estimate made in December. Fiscal Note estimates assume that no changes will be made to law other than those resulting from the bill's implementation. They further assume that the REC estimate will remain unchanged.

For example, if a sales tax exemption for certain businesses were set to expire during the upcoming biennium, the REC estimate for the upcoming biennium would include the additional sales tax revenue that would result from the expiration of the tax exemption. If a bill were to extend the sales tax exemption, sales tax revenue would be less than the amount included in the REC estimate. Therefore, even though the bill would allow taxpayers to continue to receive the same tax exemption, the baseline for the Fiscal Note estimate would be the revenue that would have been collected if the bill's provision were not implemented. Thus, the Fiscal Note estimate in the example would include a revenue loss.

If a bill does not appropriate funds, why is there an impact?

Fiscal Notes provide cost and revenue information. The House or Senate Appropriations Committee determines how much of the costs detailed in the Fiscal Note will be funded. Legislation that does not appropriate moneys for implementation does not prevent the Fiscal Note from reflecting the full cost associated with the bill. The estimated cost of a program is distinct from the amount appropriated through the legislative process, and the Fiscal Note does not limit the appropriations process.

Is there an impact if a bill authorizes, but does not require, a program to be implemented?

A bill may include language that states that a program "may be implemented" instead of "shall be implemented." The Fiscal Services Division treats both versions of the bill in the same manner for the following reasons:

- The Fiscal Note provides the Legislature with information regarding the potential costs of the proposed legislation if the program were implemented. The Fiscal Note will indicate that the program is permissive and not mandatory.
- The Fiscal Note provides a specific dollar amount that the Legislature can use when deciding on how much, if any, to fund the program in the appropriations process.

If a bill with a Fiscal Note is amended, is a new Fiscal Note written and filed?

If a bill that has a Fiscal Note is amended, and it is determined that the amendment has a fiscal impact, a revised Fiscal Note will be written and filed for the bill as amended.

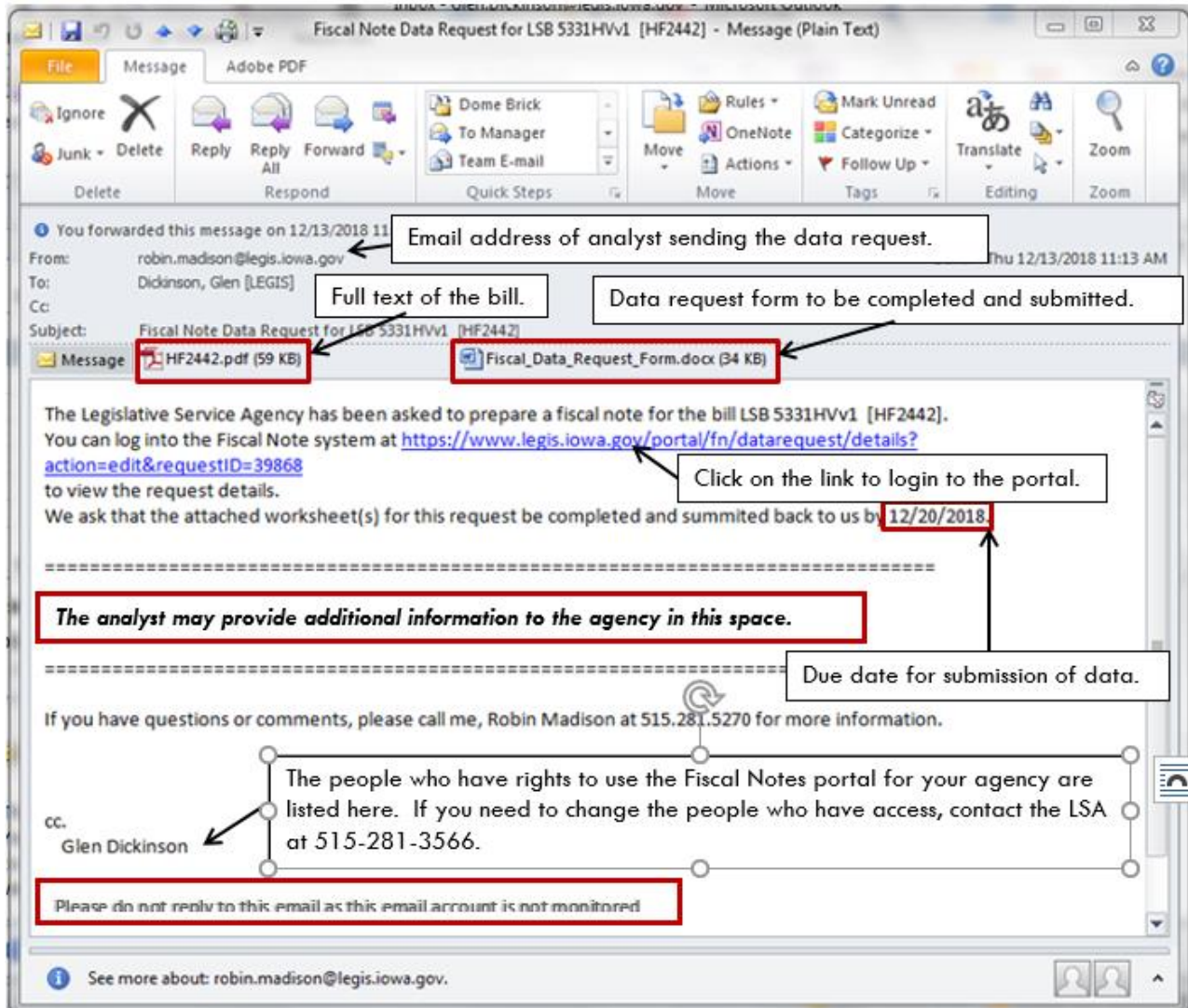
If it is determined that the amendment has no additional fiscal impact on the legislation, a new Fiscal Note will not be filed. However, if a legislator requests a new Fiscal Note on the amended bill, the LSA will issue a revised Fiscal Note on the bill as amended. This may occur if a legislator wants to make it clear that the adopted amendment has no fiscal impact.

PART II — INSTRUCTIONS FOR DEPARTMENTS

Part II is a guide for departments on preparing and submitting cost estimates to the LSA.

DEPARTMENT GENERAL INFORMATION

The Department Fiscal Note Coordinator receives an email from the LSA stating there is a Fiscal Note Data Request. The email has a copy of a blank Fiscal Note or Correctional Impact form and a copy of the bill. This email can be forwarded with these documents to the appropriate person in the Department. There is also a link to the Fiscal Note Data Request website, which manages the Fiscal Note Data Requests.



Complete and save the data request form.

Fiscal Note website log in — you must log in to submit Fiscal Note information.

Click the link in the email (on previous page) to log in to the Fiscal Note system.

You can sign in anytime by clicking the **Applications** link at the bottom of the legislative website homepage (www.legis.iowa.gov).



The Iowa Legislature

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External Applications

- Webmail
- Citrix
- Mobile BB

Legislative Users: Please sign in using your network credentials. (firstname.lastname or flastna)
All Other Users: Please sign in using the email address you signed up with.

Username:


Password:

If you have problems or questions signing in, please contact the Help Desk at (515)281-6506.

Use your email address as your username.

When you were entered into the system as the liaison for the Fiscal Notes system, you should have received an email asking you to set up your system password.

The email you received will look like the one below:



From: linc-alerts@legis.iowa.gov [mailto:linc-alerts@legis.iowa.gov]
Sent: Thursday, September 04, 2014 3:25 PM
To: [redacted]
Subject: Iowa Legislature Account Password Reset for [redacted]

You are receiving this email because the Iowa Legislature has received a request to reset your password. If you did not initiate this request simply ignore this email and your password will not be changed.


If you wish to "proceed" with "resetting" your password, click the link below. If you can't click the link, you can copy and paste the link into your browser.

<https://www.legis.iowa.gov/reset?token=9F4DB5FF-CF4E-4985-B408-8025C5D375BF>

Above link will expire in 3 days. Request a new key if the above link has expired, using the link below.

<https://javaweb-test.iowa.gov/portal/reset> Use this link to request a new email with instructions for setting up your password.

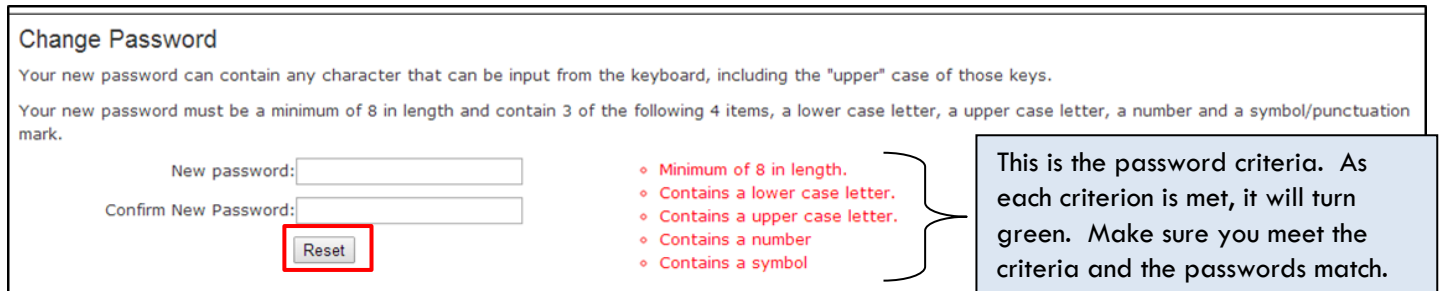
Clicking the link will take you to this page:



Enter your email address and click the **Reset** button.

The screen indicates an email will be sent to the address on file (entered) for the specified username. Follow the directions in the email to complete the password reset process. This is the same email you originally received with new links (see previous page).

Click the first link in the email to continue creating/resetting your password. After clicking the link, you will be taken to the screen below:



Enter your desired password, confirm the password and then click the **Reset** button.

The screen will indicate that you have successfully changed your password. Return to the Fiscal Note system and log in using your new password here: www.legis.iowa.gov/portal.



SUBMITTING A FISCAL NOTE DATA REQUEST

Once you are signed in, click the **Fiscal Notes** link along the left-hand side of your screen to begin.

- New — A request that has not been accepted by the Department Fiscal Note Coordinator.
- In Process — A request that has been accepted, but not yet completed.
- Closed — A completed request.
- All — A listing of all requests sent to the Department Fiscal Note Coordinator.

The following link provides instructions for agencies on how to submit Fiscal Note Data Requests.

<https://www.youtube.com/watch?v=3R2IFbSfN-o>

The Fiscal Note data requests can be sorted by clicking on each of the column headers. (See outlined area in picture below.)

The Iowa Legislature > Legislative Portal > Fiscal Notes > Fiscal Notes Data Request **Department:** Alcoholic Beverages Division

Fiscal Notes Data Request

General Assembly: 86 (01/12/2015 - 01/08/2017)

Filter By: All

Bill	Bill Title	LSB #	LSB Code	Date Requested	Due Date	Status	Actions
SF 163	Healthcare Corporate Police	1043	XS	06/17/2015	06/24/2015	New	Details
HF 192	Property Tax Assessment Notices and Protests	1113	HV	03/05/2015	03/12/2015	Closed	Details
SF 396	Fuel Pumps, American with Disabilities Act Compliant	1864	SV	03/05/2015	03/12/2015	New	Details
HF 408	Alcohol Tax Increase	2280	YH	03/02/2015	03/07/2015	In Process	Details
HF 402	Wine Sampling at Special Events	2099	YH	02/27/2015	03/06/2015	In Process	Details
HF 358	Beer Sales, Growlers	2338	YH	02/20/2015	02/27/2015	In Process	Details

By default, the system will show all requests. To view only “New” requests, the Department Fiscal Note Coordinator must change the filter to “Waiting” by clicking on the arrow to reveal the drop-down menu. (See below.)

Fiscal Notes Data Request

General Assembly: 86 (01/12/2015 - 01/08/2017)

Filter By: All

Bill	LSB #	LSB Code

The following example has two new requests. To get additional information, the Department Fiscal Note Coordinator must click on the **Details** link.

LL

The Iowa Legislature > Legislative Portal > Fiscal Notes > Fiscal Notes Data Request Department: Alcoholic Beverages Division

Applications

- Legislative Portal
- Bill Management System
- Fiscal Notes
- Materials Distributed
- Required Reports

Fiscal Notes Data Request

General Assembly: 86 (01/12/2015 - 01/08/2017)

Filter By: Waiting

Bill	Bill Title	LSB #	LSB Code	Date Requested	Due Date	Status	Actions
SF 163	Healthcare Corporate Police	1043	XS	06/17/2015	06/24/2015	New	Details
SF 396	Fuel Pumps, American with Disabilities Act Compliant	1864	SV	03/05/2015	03/12/2015	New	Details

If a data request is new (see Status column), you can click on the **Details** link (see above) to see the information that was entered. You will see a page like the one below.

Home > Legislative Portal > Fiscal Notes > Fiscal Notes Data Request > Fiscal Notes Data Request Details Department: Human Rights, Department of

Applications

- Legislative Portal
- Bill Management System
- Careers
- Fiscal Notes

Impersonate: Siva Jayavelu

Change Password

Logout

Fiscal Notes Data Request Details

Status: New

Bill: SF 527

Bill Title: Sex Offender Placement in Elder Care Facilities

LSB #: 1370

LSB Code: YH

Date Requested: 01/18/2013

Due Date: 01/25/2013

Analyst: Dwayne Ferguson
dwayne.ferguson@legis.iowa.gov
(515) 281-6561

Fiscal Note Template: FRT_Doc.xls

Submitted Files:

Fiscal Note Published:

Files: Choose File No file chosen

No Fiscal Impact

Important: Once you have submitted this information, you will no longer be able to make changes to this file

Confirm Changes

Submit Cancel

A fiscal analyst may email documents related to the Fiscal Note request. If so, the file names would appear as a link next to “Submitted Files.”

You can click the **Bill** link to be taken to the full text of the bill in BillBook. Click the **Analyst Email Address** link to open up a new email message with the analyst’s name in the “To” field.

If there is no fiscal impact for the specified legislation, simply click the check box in front of “No Fiscal Impact” and then click the **Submit** button.

If there is a fiscal impact, click the **Fiscal Note Template** link to pull up the spreadsheet in Excel. Fill in the spreadsheet and save the completed copy to your computer.

Click the **Choose File** button, navigate to the revised Fiscal Note template that you saved, select it by clicking on the file and then click the **Open** button. This will upload the revised template.

If you are satisfied that all the information is correct, click the check box in front of “Confirm Changes” and then click the **Submit** button.

*NOTE: Once the Department Fiscal Note Coordinator submits the fiscal information, the Department Fiscal Note Coordinator will be unable to make any changes in the system. At that point, changes must be communicated to the LSA fiscal analyst.

The Department Fiscal Note Coordinator has now successfully submitted the Fiscal Note Data Request.

Responses include:

No Fiscal Impact — If there is no fiscal impact, the Department Fiscal Note Coordinator can click on the “No Fiscal Impact” box, click on the “Confirm Changes” box, and then click on the “Save” box. This request is now complete and the system will code the request “Completed.”

Fiscal Impact — If there is a fiscal impact, the Department Fiscal Note Coordinator must click on the “Choose File” box to find the file and click on “Open” to attach the completed Fiscal Note Data Request. The Department Fiscal Note Coordinator will click on the “Confirm Changes” box and then click on the “Save” box to submit the information.

After clicking on the “Save” box, an email is sent to the fiscal analyst that information has been submitted by the department. The status of the request is changed from “New” to “In Process” in the system.

After the information has been submitted, the LSA fiscal analyst will write a Fiscal Note and have it published. The LSA fiscal analyst will change the status of the Fiscal Note Data Request to “Closed.” The Department Fiscal Note Coordinator can log in to the Fiscal Note Data Request system and view a copy of the published Fiscal Note.

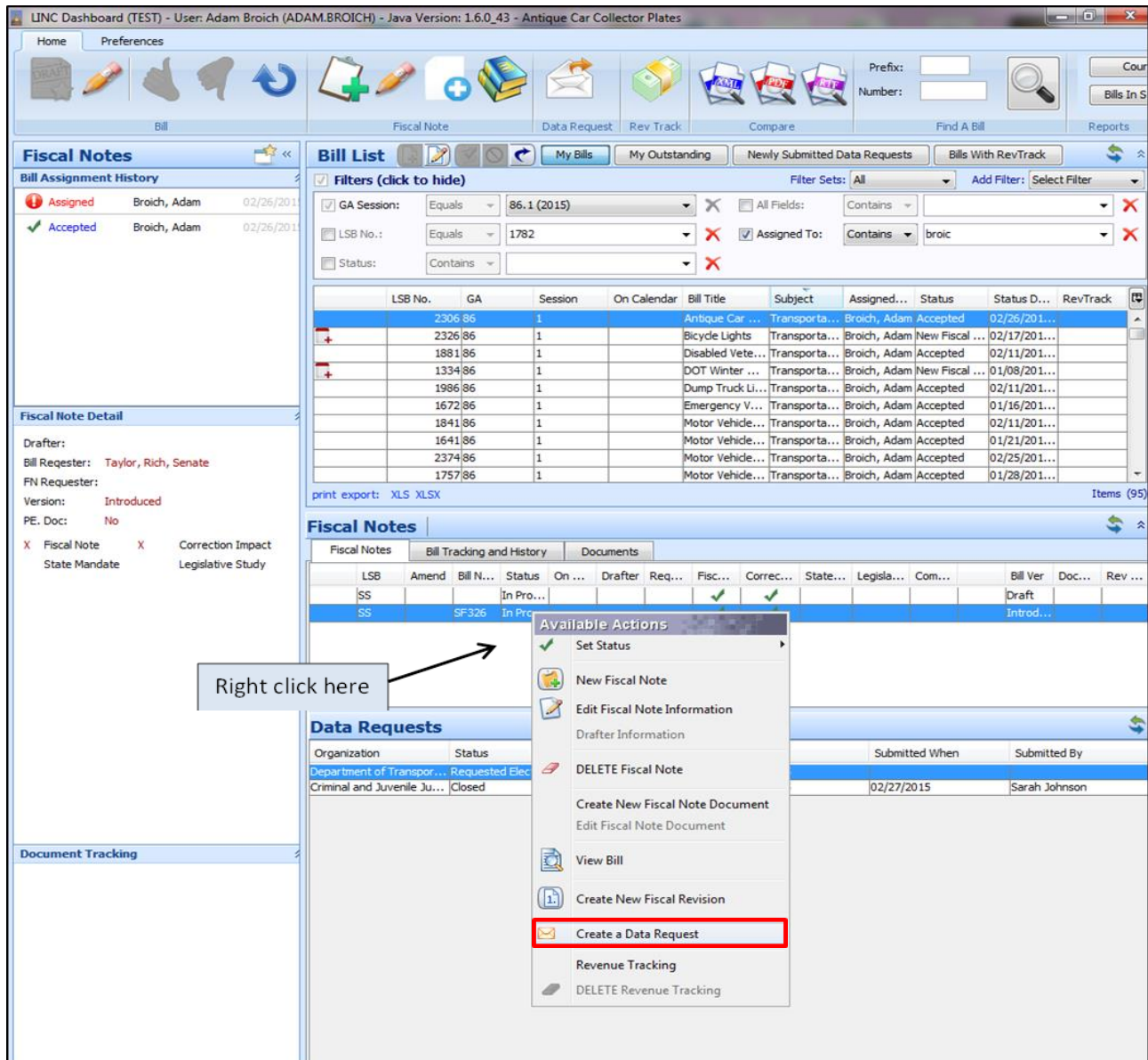
Once a data request is submitted by the Department Fiscal Note Coordinator, the data request cannot be changed. If the department needs to update the data, the fiscal analyst should be notified by an email that new information is available. The fiscal analyst can email a new Fiscal Note Data Request, and the process can start over.

PART III — INSTRUCTIONS FOR LSA FISCAL ANALYSTS

Part III provides instructions for LSA fiscal analysts using the Fiscal Note program.

REQUESTING FISCAL NOTE INFORMATION

The fiscal analyst receives an email that there is a new Fiscal Note. For this example, LSB 2306 is being used.



Right click on the lower portion of the screen to get the pop-up menu and click on "Create a Data Request."

The following screen will appear; make any changes needed.

Data Request For: **Bill:LSB 1043XS [SF163]** Click to view bill View Bill Text

Choose the Department from the drop-down menu. The liaisons for that department will fill in for you.

Organizations with Fiscal Note Portal Access: **Alcoholic Beverages Division**

Data request will be sent to these contacts below:

Contact Name	Email
Larson, Stephen	larson@iowaabd.com
Strauss, Stephanie	strauss@iowaabd.com

Include myself as a BCC.

Check the box to receive a copy of the email.

Additional comments to add to the email

Type any additional comments here. If you wish to add these comments to the email message you are sending, click the "View Comments in Email" button below.

View Comments In Email

Email to be sent out:

The Legislative Service Agency has been asked to prepare a fiscal note for the bill LSB 1043XS [SF163]. You can log into the Fiscal Note system at <https://javaweb-test.legis.iowa.gov/portal/fn/datarequest/details?action=edit&requestID=999999> to view the request details.

We ask that the attached worksheet(s) for this request be completed and submitted back to us by 06/24/2015.

If you have questions or comments, please call me, **Emily Kramer at (515)281-3155 for more information.**

The deadline for submission of the Fiscal Note and your contact information will fill in automatically for you.

Upload any additional comments by clicking this button.

Attachments

- The Bill
- Standard fiscal note form (FN_Doc.xls)
- Correctional impact form (CI_Doc.xls)

Add Additional Attachments Delete Additional Attachment

Cancel Request(s) Send Email(s)

Check the box for either the Standard fiscal note form (selected by default) or the Correctional impact form.

When you have finished, click the **Send Email(s)** button to send the request to the chosen department.

After sending the email, you will see the status has changed to “Requested Electronically.” (See below.)

Bill List

Filters (click to hide): Filter Sets: All, Add Filter: Select Filter

- GA Session: Equals 86.1 (2015) X
- All Fields: Contains [] X
- LSB No.: Equals 1782 X
- Assigned To: Contains broic X
- Status: Contains [] X

LSB No.	GA	Session	On Calendar	Bill Title	Subject	Assigned...	Status	Status D...	RevTrack
2306	86	1		Antique Car ...	Transporta...	Broich, Adam	Accepted	02/26/201...	
2326	86	1		Bicycle Lights	Transporta...	Broich, Adam	New Fiscal ...	02/17/201...	
1881	86	1		Disabled Vete...	Transporta...	Broich, Adam	Accepted	02/11/201...	
1334	86	1		DOT Winter ...	Transporta...	Broich, Adam	New Fiscal ...	01/08/201...	
1986	86	1		Dump Truck Li...	Transporta...	Broich, Adam	Accepted	02/11/201...	
1672	86	1		Emergency V...	Transporta...	Broich, Adam	Accepted	01/16/201...	
1841	86	1		Motor Vehicle...	Transporta...	Broich, Adam	Accepted	02/11/201...	
1641	86	1		Motor Vehicle...	Transporta...	Broich, Adam	Accepted	01/21/201...	
2374	86	1		Motor Vehicle...	Transporta...	Broich, Adam	Accepted	02/25/201...	
1757	86	1		Motor Vehicle...	Transporta...	Broich, Adam	Accepted	01/28/201...	

print export: XLS XLSX Items (95)

Fiscal Notes

Fiscal Notes | Bill Tracking and History | Documents

LSB	Amend	Bill N...	Status	On ...	Drafter	Req...	Fisc...	Correc...	State...	Legisla...	Com...	Bill Ver	Doc...	Rev ...
SS			In Pro...				✓	✓				Draft		
SS		SF326	In Pro...				✓	✓				Introd...		

Data Requests

Organization	Status	Date Requested	Due Date	Submitted When	Submitted By
Department of Transpor...	Requested Electronically	02/26/2015	03/05/2015		
Criminal and Juvenile Ju...	Closed	02/26/2015	03/05/2015	02/27/2015	Sarah Johnson

The LSA fiscal analyst can obtain information for a Fiscal Note from any of the following, but the majority of information requests will be emailed to the State departments.

- State Departments and Agencies
 - National Conference of State Legislatures
 - League of Cities
 - Lobbyists or interest groups
 - State library
 - Internet
 - Newspapers
 - Prior Fiscal Notes
 - State accounting system
- Other states
 - National Associations
 - Iowa Association of Counties
 - Other divisions of government
 - Federal agencies
 - LSA data files
 - Individual businesses
 - Other legislative staff

CLOSING THE FISCAL NOTE DATA REQUEST

The fiscal analyst will receive an email when the Fiscal Note Data Request is completed.

The fiscal analyst will click on the corresponding legislation in the Fiscal Note system. The status of the Fiscal Note will be “Newly Submitted.” You can see all newly submitted requests by clicking on the **Newly Submitted Data Requests** button. (See below.)

If there is no fiscal impact, simply change the status of the data request to “Closed.” Right click on the department name under the Data Requests heading and select “Close This Request.” (See below.)

The screenshot shows the LINC Dashboard interface. At the top, there are navigation tabs: Home, Preferences, Bill, Fiscal Note, Data Request, Rev Track, Compare, Find A Bill, and Reports. Below these are several tool icons. The main content area is divided into several sections:

- Bill List:** Includes filter options like GA Session (86.1 (2015)), LSB No. (1782), and Status. A table below lists various bills with columns for LSB No., GA, Session, On Calendar, Bill Title, Subject, Assigned To, Status, Status Date, and RevTrack.
- Fiscal Notes:** A section with tabs for Fiscal Notes, Bill Tracking and History, and Documents. It contains a table with columns for LSB, Amend, Bill N..., Status, On..., Draf..., Req..., Fisc..., Correc..., State..., Legis..., Com..., Bill..., Document, and R....
- Data Requests:** A table with columns for Organization, Status, Date Requested, Due Date, Submitted When, and Submitted By. A right-click context menu is open over the 'Department of Transpor...' entry, with 'Close This Request' highlighted in red.

An arrow points from a text box labeled 'Right click here' to the 'Department of Transpor...' entry in the Data Requests table.

If there is a Fiscal Note needed, right click on the bill number in the Fiscal Notes section to get the pop-up menu below. Choose **“Create New Fiscal Note Document.”**

The screenshot shows the LINC Dashboard (TEST) interface. The top navigation bar includes 'Home' and 'Preferences'. Below this is a toolbar with icons for 'Bill', 'Fiscal Note', 'Data Request', 'Rev Track', 'Compare', 'Find A Bill', and 'Reports'. The main content area is divided into several sections:

- Fiscal Notes:** Contains a 'Bill Assignment History' table with columns for status (Assigned, Accepted), drafter (Broich, Adam), and date (01/08/2011).
- Bill List:** Features a 'Filters (click to hide)' section with dropdowns for GA Session (86.1 (2015)), LSB No. (1782), and Status. Below the filters is a table with columns: LSB No., GA, Session, On Calendar, Bill Title, Subject, Assigned..., Status, Status D..., and RevTrack. The table lists various bills, including 'Antique Car ...', 'Bicycle Lights', 'Disabled Vete...', 'DOT Winter ...', 'Dump Truck Li...', 'Emergency V...', 'Motor Vehide...', and 'Motor Vehide...'. A right-click context menu is open over the 'DOT Winter ...' row, with the option 'Create New Fiscal Note Document' highlighted in red.
- Fiscal Note Detail:** Shows fields for Drafter, Bill Requirer (Department of Transportation), FN Requirer, Version (Draft), PE. Doc (No), Fiscal Note (X), Correction Impact, and State Mandate (Legislative Study).
- Fiscal Notes (Table):** A table with columns: LSB, Amend, Bill N..., Status, On ..., Draf..., Req..., Fisc..., Correc..., State..., Legis..., Com..., Bill ..., Document, R... The table lists entries like DP, DP.1, SV, SV.2, and SV.1.
- Data Requests:** A table with columns: Organization, Status, and Organization was Remo....
- Document Tracking:** A section at the bottom of the interface.

A callout box with the text 'Right click here' and an arrow points to the right-click context menu.

The screen below will appear. Choose whether you want to create the document using the blank Fiscal Note template or an existing Fiscal Note document by selecting the proper radio button. If you choose the Existing Fiscal Note Document option, use the **Select** button to upload the correct document.

After you have made your selection, click the **Create Document** button. The Fiscal Note template will open in Word, allowing you to edit the document to create the Fiscal Note. (See below.)

The Iowa Legislature

When you are finished, save the document in Word. It will be added to the Fiscal Note dashboard. You may now close the Word document.

You will look for the document in the Publishing Workspace of the dashboard and select it.

If you need to edit the Fiscal Note document after closing it, find the document in the Fiscal Notes dashboard; right click on the Fiscal Note (as you did when you created the Fiscal Note document). This time the choice will be changed to “Edit Fiscal Note Document.”

The screenshot displays the LINC Dashboard interface. The top navigation bar includes 'Home', 'Preferences', and various icons for 'Bill', 'Fiscal Note', 'Data Request', 'Rev Track', 'Compare', 'Find A Bill', and 'Reports'. The main content area is divided into several sections:

- Fiscal Notes:** A table listing bills with columns for LSB No., GA, Session, On Calendar, Bill Title, Subject, Assigned..., Status, Status D..., and RevTrack. A row for 'DOT Winter ...' is selected.
- Fiscal Note Detail:** Shows draft information for the selected bill, including 'Drafted: Broich, Adam' and 'Bill Requirer: Transportation (Senate)'.
- Fiscal Notes Table:** A table with columns for LSB, Amend, Bill N..., Status, On..., Draf..., Req..., Fisc..., Correc..., State..., Legal..., Com..., Bill..., Document, and R... The row for 'SV' is highlighted.
- Available Actions:** A context menu is open over the 'SV' row, listing actions such as 'Set Status', 'New Fiscal Note', 'Edit Fiscal Note Information', 'DELETE Fiscal Note', 'Create New Fiscal Note Document', and 'Edit Fiscal Note Document' (which is highlighted in red).
- Document Tracking:** A table showing the history of document changes, including 'Drafting', 'Edit', 'Proofing', and 'Editing' by various users like ADAM.BROICH and MSHIPMA.

Once you are satisfied, click the **PEO** button to assign the document to the Publications Editing Office (PEO).



AMENDMENTS AND FISCAL NOTES

Notes can be written for an amendment to a bill for which a Fiscal Note has been published. First open the Fiscal Note system and find the bill being revised. Right click on the row (as on the previous page) and choose **“Edit Fiscal Note Document.”** This will launch the Publishing Workspace.

To attach an amendment, click the **Click to Attach a New File** button. Choose “Add File” and then choose whether to attach a Generic File (Word, Excel, PDF docs) or an Audio File. Your computer directory will open. Select the file that you wish to attach and then click the **Select** button to attach the file.

The screenshot shows the Publishing Workspace interface. The top navigation bar includes Home and Preferences. Below it are icons for New, Edit, Assign To, Proof, and Publish. The left sidebar contains Helpers, Document Tracking, and Document Properties. The main area is divided into Document List and Attached Files.

Document List

Filters (click to hide): Filter Sets: Default, Add Filter: Select Filter

- Doc Id: Contains 631679
- Title: Contains EOS
- Doc Type: Fiscal Update News Articles
- Assigned To: Contains
- Author 1: Contains broich
- Created Date: After 04/19/2015

Title	Doc Type	Assigned To	Author 1	Author 2	Subject 1	Sort Key	Proofer	External Email
Transportation Wi...	Fiscal Note	Published	Broich, Adam		Government ...	20150204		

print export: XLS XLSX Items (1)

Attached Files

Type	Title	Last Modified	Author	Status	Comments	Part of Document	Publish to Web	Published?
	631679.docx	MH...				<input type="checkbox"/>	<input type="checkbox"/>	false
	Mary edits - d...	MSHIPMA	01/28/15 13:57:26	Drafting		<input type="checkbox"/>	<input type="checkbox"/>	false

The "Add File..." button in the Attached Files section is highlighted with a red box, and a dropdown menu is open showing "Generic File" and "Audio File" options.

FISCAL NOTE MEMOS

Fiscal Note Memos can be written prior to issuing a Fiscal Note for several reasons, including:

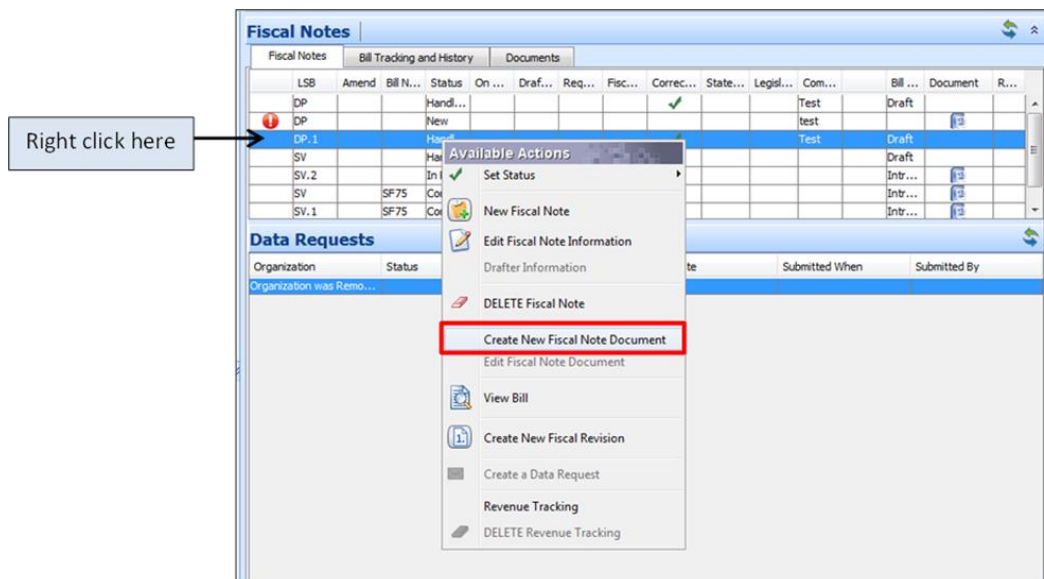
- The legislation has not passed through a committee and has a House Study Bill number or a Senate Study Bill number.
- Per Joint Rule 17, the minimum fiscal impact for issuing a Fiscal Note is \$100,000 per year or \$500,000 over five years, but a legislator may request fiscal information for legislation that would have an impact below the minimum amount.
- There could be several versions of a bill draft, and a legislator may want to compare the fiscal impact of each version.

To request a Fiscal Note Memo:

- A legislator can request a Fiscal Note Memo by contacting the Fiscal Services Division Director or a fiscal services analyst, or by stopping in at the LSA main office in the Capitol (Room G01).
- A legislator or caucus staff member at the direction of a legislator, can notify an LSA analyst during a meeting related to the legislation or through an informal request such as a phone call or an email.

To complete a Fiscal Note Memo, the fiscal analyst will request the information in the same manner as for a Fiscal Note and do the following:

Right click on the blue line and select “Create New Fiscal Note Document.”



The screen below will appear. Choose “Template,” which is selected by default, and click on the arrow to pull up the drop-down menu and select “Memo Template.”

Create Fiscal Note Document

LSB Number: 1986 **General Assembly:** 86
LSB Code: SS **Session:** 1
Bill Prefix/Number: **Analyst:** Broich, Adam
Category: Category
Subject: Vehicles
Bill Title: Dump Truck License Plate Placement

Create Document Using

Template Existing Fiscal Note Document

Memo Template
Fiscal Note Template
Memo Template

Select... LSB Number: Bill Number:

Create Document Cancel

Click on the **Create Document** button. The memo template will launch in Word. (See below.) Make your edits and save and close the document. The document will be saved in the Publishing Workspace.

LSA
LEGISLATIVE SERVICES AGENCY
Serving the Iowa Legislature
 Glen Dickinson, Director

[Adam BroichName]
 Fiscal Services
 [LSA - Fiscal Services Division]
 Des Moines, IA 50319
 Phone: [(515) 281-8223]
 E-mail: [adam.broich@legis.iowa.gov]

Memorandum

To:
 From:
 Date:
 Re:

Description

Fiscal Impact

Correctional Impact:

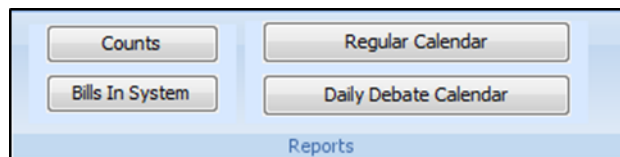
Sources

FISCAL NOTE PUBLISHING AND REPORT INFORMATION

After writing a Fiscal Note, the analyst sends it to PEO. At that time, a notice is sent to the Intermediate Editor (IE). Once PEO completes their edits, the Fiscal Note is routed to the IE for review. Once completed, the Fiscal Note is routed back to the analyst. The analyst reviews the PEO and IE edits and marks up the document. The document is then sent to the Publications, Processing, and Proofreading Office. Once the edits have been entered into the document and checked, the Fiscal Note is routed to the Final Fiscal Editor for review and publication.

- After the editing process is complete, the Fiscal Services Division Director will sign the Fiscal Note and the document will be published to the LSA website at: www.legis.iowa.gov/LSAReports/fiscalNotes.aspx.
- Copies of the Fiscal Note are delivered to the appropriate chamber for debate of the legislation.
- Once the Fiscal Note is published, no changes can be made. If a Fiscal Note needs to be revised, the document will be published a second time and it will be noted that the Fiscal Note has been revised.

Fiscal Note Reports can be obtained by clicking on any of the buttons in the Reports section on the ribbon at the top of the application. (See below.)



The four Report options include:

Counts — Summarizes the number of bills assigned to a fiscal analyst and each bill's status.

Fiscal Notes Counts by Status

Filters (click to hide) Filter Sets: Default Add Filter: Select Filter

GA: Contains 86 Staff: Contains

Staff	GA	New	In Process	No Fiscal Note Requ...	No or Little Fiscal Im...	Appropriation...	Duplicate	Not Moving ...	Handled By Other ...	Withdrawn	Co...	Total
Acton, Jennifer	86	10	14	0	46	3	22	41	22	0	5	163
Benson, Jess	86	0	46	0	61	10	4	0	0	0	2	123
Broich, Adam	86	7	72	7	68	1	3	0	41	0	8	207
Crellin, Timothy	86	0	15	0	47	17	0	48	0	0	5	132
Kozel, Debra	86	4	65	2	94	11	1	0	0	0	1	178
Lenstra, Beth	86	0	2	0	60	1	47	54	0	0	18	182
Madison, Robin	86	1	21	2	93	2	17	9	0	1	4	150
Mechler, Christin	86	1	2	0	165	2	0	34	6	2	6	218
Ohms, Kenneth	86	0	37	0	108	1	57	7	4	1	8	223
Parker, John	86	5	13	7	60	1	22	25	45	0	23	201
Reynolds, David	86	0	16	0	14	7	0	9	0	0	4	50
Robinson, Jeffery	86	11	91	0	7	0	20	17	1	0	14	161
Robinson, Ron	86	0	13	15	65	12	11	1	0	0	4	121
Wisner, Alice	86	13	63	5	135	2	15	15	0	0	5	253

print export: XLS XLSX Items (14)

Bills in the System — Contains all Fiscal Note information.

Bills in the System

Filters (click to hide) Filter Sets: Default Add Filter: Select Filter

Assigned To: Contains LSB #: Contains Bill #: Contains Status: Contains

LSB #	Bill #	Status	Written	Date Received	Bill Title	Assigned To	DR Out	DR In	Comments	Status Date
1000	draft	No or Little F...	Not Written	Jan 15, 2015	Buying Club ...	Mechler, Christin	0	0		Feb 10, 2015
1000	SSB1037	No or Little F...	Not Written	Jan 15, 2015	Buying Club ...	Mechler, Christin	0	0		Feb 10, 2015
1000	HSB89	No or Little F...	Not Written	Jan 15, 2015	Buying Club ...	Mechler, Christin	3	1		Feb 10, 2015
1000	HF229	No or Little F...	Not Written	Jan 15, 2015	Buying Club ...	Mechler, Christin	0	0		Feb 11, 2015
1002	HF265	Not Moving /...	Not Written	Feb 16, 2015	Involuntary C...	Wisner, Alice	1	0		Mar 4, 2015
1004	SF84	In Process	Not Written	Jan 27, 2015	Jobs for Quali...	Robinson, Ron	1	0		Feb 3, 2015
1007	SF316	Not Moving /...	Not Written	Feb 26, 2015	Weapons Per...	Wisner, Alice	0	0		Mar 4, 2015
1008	HF185	Not Moving /...	Not Written	Feb 9, 2015	Human Traffi...	Lenstra, Beth	1	0		Mar 6, 2015
1010	SF139	Not Moving /...	Not Written	Feb 4, 2015	Smoke Free C...	Reynolds, David	2	1		Mar 5, 2015
1011	SF24	Not Moving /...	Not Written	Jan 13, 2015	Casino Omnibus	Reynolds, David	1	1		Mar 5, 2015
1012	SSB1162	No or Little F...	Not Written	Feb 10, 2015	Guardianship...	Wisner, Alice	0	0		Feb 10, 2015
1012	SF306	No or Little F...	Not Written	Feb 10, 2015	Guardianship...	Wisner, Alice	0	0		Feb 25, 2015
1012	draft	No or Little F...	Not Written	Feb 10, 2015	Guardianship...	Wisner, Alice	0	0		Feb 25, 2015
1014	draft	No or Little F...	Not Written	Jan 8, 2015	Eric Swanson ...	Acton, Jennifer	0	0		Jan 16, 2015
1014	HR3	No or Little F...	Not Written	Jan 8, 2015	Eric Swanson ...	Acton, Jennifer	0	0		Jan 16, 2015
1015	draft	Duplicate	Not Written	Jan 14, 2015	County Seats	Parker, John	0	0		Feb 6, 2015
1015	SF165	No or Little F...	Not Written	Jan 14, 2015	County Seats	Parker, John	0	0	Cannot determin...	Feb 6, 2015
1015	SF26	No or Little F...	Not Written	Jan 14, 2015	County Seats	Parker, John	0	0		Mar 9, 2015
1026	SSB1201	Appropriatio...	Not Written	Feb 18, 2015	Administratio...	Acton, Jennifer	0	0		Mar 9, 2015

print export: XLS XLSX Items (2362)

Regular Calendar — Contains all bills on the Regular Calendar for a given day.

Bills On The Regular Calendar

Filters (click to hide) Filter Sets: Default Add Filter: Select Filter

Assigned To: Contains [] X LSB #: Contains [] X
 Bill #: Contains [] X Status: Contains [] X

LSB #	Bill #	Status	Written	Date Received	Bill Title	Assigned To	DR Out	DR In	Comments	Status Date
1100	HF6	Completed	Written	Jan 15, 2015	Sexual Expl...	Lenstra, Beth	8	3	send completed ...	Mar 16, 2015
1147	SF449	No or Little F...	Not Written	Feb 4, 2015	Eminent Dom...	Kozel, Debra	0	0		Mar 13, 2015
1434	HF567	Completed	Written	Feb 17, 2015	Synthetic Drugs	Wisner, Alice	1	0	Minimal Fiscal Im...	Mar 17, 2015
2284	SF394	No or Little F...	Not Written	Feb 16, 2015	Jail Prisoner ...	Lenstra, Beth	0	0	sets priority ord...	Mar 17, 2015
2571	HF534	No or Little F...	Not Written	Feb 26, 2015	Mental Health...	Ohms, Kenneth	0	0	Request \$6K for ...	Mar 26, 2015
2601	SF427	No or Little F...	Not Written	Mar 5, 2015	Firearm Supp...	Wisner, Alice	0	0		Mar 9, 2015

print export: XLS XLSX Items (6)

Daily Debate Calendar — Contains all bills on the Daily Debate Calendar for a given day.

Bills On The Daily Debate Calendar

Filters (click to hide) Filter Sets: Default Add Filter: Select Filter

Assigned To: Contains [] X LSB #: Contains [] X
 Bill #: Contains [] X Status: Contains [] X

LSB #	Bill #	Status	Written	Date Received	Bill Title	Assigned To	DR Out	DR In	Comments	Status Date
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print export: XLS XLSX Items (0)

APPENDIX A — DEFINITIONS

ACT — A bill that has been passed by both the Senate and House, enrolled, certified, approved by the Governor or passed over the Governor's veto, and published.

ACTS — A book published after each regular session of the General Assembly containing all of the bills and joint resolutions approved during that session. Also known as the session laws.

ADOPTION — Approval or acceptance; usually applied to motions, amendments, and resolutions.

ALLOCATION — State moneys or personnel appropriated or designated for a function, program, or activity.

AMENDMENT — A change proposed or made to a bill or motion. Amendments may be offered by committees or individual legislators.

APPROPRIATION — State moneys allocated by the legislature for a specific purpose.

APPROVED BY THE GOVERNOR — Acceptance by the Governor of a bill passed by the General Assembly as indicated by the Governor's signature on the enrolled bill.

BILL — A legislative proposal sponsored by a legislator or a committee and introduced in the Senate or House. A bill must be approved by both the Senate and House and then by the Governor to become law. Unless introduced as study bills (committee sponsored bills), all bills are designated Senate files or House files, depending on where they originate.

CALENDAR — The daily agenda of legislative business in a chamber.

CALENDAR DAYS — The days listed on a normal seven-day-per-week calendar, as distinguished from legislative days, meaning days when the General Assembly is in session.

CAPITAL APPROPRIATION — An appropriation for long-term additions to, or betterment of, State property, such as land, buildings, or equipment.

CAUCUS STAFF — The employees working for the legislative members of a political party. In each chamber there is a majority party caucus staff and a minority party caucus staff. The caucus staffs help legislators research issues and serve constituents.

CLIP SHEETS — The daily printed compilations of all amendments and Fiscal Notes filed in a chamber the previous day. The amendments are designed to be cut out and placed with the appropriate bills within a paper BillBook. House Clip Sheets are printed on yellow paper; Senate Clip Sheets are printed on blue paper.

COMMITTEE — A group of legislators chosen to consider and make recommendations on bills and amendments in a particular subject area.

COMPANION BILL — A House bill identical to one introduced in the Senate (or vice versa).

DEAPPROPRIATION — A decrease in the amount of an appropriation previously enacted for a fiscal year.

DIRECT IMPACT — An increase or decrease in expenditures or revenue directly related to State government and included in a Fiscal Note. Examples would include hiring additional staff or increased costs for equipment. A Fiscal Note does not include secondary impacts such as creation of jobs or changes in unemployment rates.

EFFECTIVE DATE — The date a law becomes binding.

FISCAL NOTE — A note prepared and attached to a bill or amendment that states the estimated financial impact of the legislation.

FISCAL YEAR (FY) — The 12-month financial period used for recordkeeping, budgeting, appropriating, and revenue collecting. The Iowa budget fiscal year begins July 1 and ends June 30.

FULL-TIME EQUIVALENT (FTE) — A budgeting and monitoring unit for determining employment numbers that takes into account full-time employee positions, part-time employee positions, vacancy, and turnover factors in a given State department or agency. One FTE position represents 2,080 working hours, the regular number of hours one full-time employee works in a fiscal year.

FUNNEL DATES — The deadlines for legislative action set each session by the Senate and House.

GENERAL ASSEMBLY — The official name of the Iowa Legislature.

GENERAL FUND — The depository for State moneys not earmarked for specific purposes. The moneys credited to the General Fund support the general functions of Iowa government.

IOWA CODE — The official collection of Iowa's permanent laws. The Code is published after the completion of the legislative session each even-numbered year.

ITEM VETO — An action taken by the Governor to prevent enactment of an item in an appropriation bill.

JOINT RESOLUTION — A resolution acted on by both chambers and requiring the approval of a majority of each chamber's members, and, in some cases, the Governor. Joint resolutions may appropriate moneys, enact temporary laws, propose amendments to the Iowa Constitution, ratify amendments to the U.S. Constitution, or make requests to Congress.

LEGISLATIVE SERVICES AGENCY — A nonpartisan legislative agency that provides bill drafting, legal and fiscal research services, and computer services, and assists the General Assembly in the budgeting and appropriations process.

LEGISLATOR — An elected member of the General Assembly, either a Senator or a Representative.

LEGISLATURE — The Senate and House of Representatives collectively. This is the informal name for the General Assembly.

LINE-ITEM — A term used to describe funds requested and/or appropriated on a detailed or itemized basis, such as personal services, travel, equipment, or other items.

LOBBYIST — An individual who encourages the passage, defeat, or modification of proposed legislation.

REPRINTED BILL — A version of a bill that has been amended and passed by a chamber with the amendments incorporated into the bill. Reprinted bills are printed on pink paper.

RESOLUTION — A formal expression of opinion or decision.

REVERSION — Following the close of a fiscal year, all unencumbered or unobligated balances revert to the State treasury and to the credit of the fund from which the appropriation was made.

SECONDARY IMPACT — Fiscal estimates that include reference to economic analysis such as job impacts or unemployment rates will not be included in Fiscal Note estimates.

STATUTE — A permanent or general act approved by the Legislature.

STUDY BILL — A bill developed for committee consideration. Once a study bill is approved by committee, the bill is assigned a Senate file or House file number.

SUBCOMMITTEE — A group of members of a standing committee appointed by the chairperson to study and report on a specified subject or bill.

SUPPLEMENTAL APPROPRIATION — Funds appropriated for the current fiscal year that are in addition to the original appropriation.

Iowa General Assembly website: www.legis.iowa.gov

APPENDIX B — EXAMPLES OF FORMS

Fiscal Note Data Request Emailed to Departments and State Agencies — Page 1:

LSA FISCAL SERVICES DIVISION DATA REQUEST

In order to determine the necessity of a Fiscal Note for pending legislation, the Fiscal Services Division is requesting information from your agency. An analysis using your agency's own bill analysis tool may be submitted in lieu of this document, as long as it covers all the required information.

Please read the instructions below carefully.

- Select and replace text in the shaded boxes below to complete the document.
- All fields require a response.
- If the legislation has no fiscal impact, please include assumptions as to why.
- Reminder: You can upload multiple files in the [LSA Portal](#).
- If you have additional questions, please refer to the [Fiscal Note Information Guide](#) Part II (page 20), or contact your [Fiscal Analyst](#).

Bill.

Agency.

Contacts.

Bill Summary. Please provide a brief summary, section-by-section analysis, or division-by-division analysis of the bill provisions that impact your agency.

Replace text here.

Issue Details. Please provide information on the background of this legislation or any additional issues that may arise from implementing the legislation. Below are some example questions to consider, but this is not an exhaustive list.

- Is the legislation federally mandated? Are there conflicts with existing law? Identify any ambiguity or other technical issues related to the language. Please provide citations.
- Does the proposal duplicate or overlap with any other programs?
- Identify long-term effects of the proposed legislation.

Replace text here.

Assumptions. Please provide detailed assumptions and calculations used in developing the estimated costs, savings, or revenue impacts. Describe any new responsibilities, direct or indirect impacts, start-up/one-time versus ongoing costs, and the timing of those costs. Assumptions should not be based on any opinion of the proposed legislation. If there is a mandate, indicate new requirements for local units of government. Feel free to use an Excel file as an attachment to detail your assumptions and fiscal/operational impact. If there is no fiscal impact, include assumptions as to why here.

LSA: FSD Data Request
Fiscal Data Request_Final Proposal.docx 1 11/2/2018 8:24 AM

Fiscal Note Data Request Emailed to Departments and State Agencies — Page 2:

Replace text here.

Funding Sources. Please provide the funding sources impacted by this legislation. Examples include impacts to the General Fund, other state funds, and federal funds. Does this legislation increase/decrease revenue, increase/decrease expenditures, or transfer funds? Please provide related I/3 appropriation codes, budget units, or fund numbers. Also detail any fund restrictions.

Replace text here.

Estimate Fiscal/Operational Impact. Please detail the impact for your agency by fiscal year. Only the incremental change from current law should be included. Adjust for mid-year changes if applicable. Please address the current and next fiscal year; you may go out up to five years. Provide a narrative impact here, and upload Excel files into the [LSA Portal](#) separately as necessary.

These are some sample categories of impacts and ranges:

- **Minor Cost/Minor Revenue Decrease.** Generally less than \$100,000 or 10.0% of a program budget. Indicate whether costs can be absorbed and how the agency's budget or operations will change and the estimated cost. Indicate the real costs and how funds will be shifted.
- **Minor Savings/Minor Revenue Increase.** Generally less than \$100,000 or 10.0% of a program budget. No change to budget. Indicate real savings and how funds will be shifted or operations will change.
- **Significant Fiscal Impact for Expenditures or Revenue.** Generally greater than \$100,000 or 10.0% of a program budget.
- Are any costs related to this proposal included in your agency's current or recent budget request or Governor's Budget Recommendation?
- Are there any effects through a mandate on local government, including but not limited to counties, cities, school districts, etc.?

Replace text here.

Related Data & Sources. Please list all sources of data used below. If you cannot estimate the impact or the bill does not directly affect your agency, but your agency might possess or know of a component of related data available (such as the number of students annually in the State, estimated homes containing lead paint, licenses sold annually, average daily census of foster care children, etc.), please provide it and any known limitations of data. This will be helpful in evaluating the legislation. One to five years of data is preferred depending on volatility. You can submit other files for this section through the [LSA Portal](#).

Replace text here.

**Legislative Services Agency, Fiscal Services Division
Correctional Impact Statement/Minority Impact Statement/Fiscal Note Worksheet**

To Criminal and Juvenile Justice Planning Division, Dept. of Human Rights

A correctional impact statement is needed for: File _____LSB _____

Short Title: _____

The bill or amendment is attached for your review.

Projections should be completed for the next 5 fiscal years (and beyond if possible). The amount of increase in the first fiscal year is the difference between current law and the cost of the new law during the first year. The amount of increase for the subsequent years is the difference for each year under current law and what the cost would be under the new law.

Attach additional pages as needed.

Assumptions:

1. Charge, conviction and sentencing patterns and trends will not change over the projections period (unless otherwise noted in this analysis).
2. Prisoner length of stay, revocation rates and other corrections policies and practices will not change over the projections period (unless otherwise noted in this analysis).
3. The law will become effective July 1, 2010. A lag effect of six months is assumed, from the law's effective date to the date of first entry of affected offenders into the correctional system (to allow for court case processing time).

Increase (Decrease) in the number of convictions:

Proposed Law:					
Type of Crime:	First Year (FY20XX)	Second Year (FY20XX)	Third Year (FY20XX)	Fourth Year (FY20XX)	Fifth Year (FY20XX)
1 _____	_____	_____	_____	_____	_____
2 _____	_____	_____	_____	_____	_____
3 _____	_____	_____	_____	_____	_____
4 _____	_____	_____	_____	_____	_____
5 _____	_____	_____	_____	_____	_____
Total	=====	=====	=====	=====	=====

Increase (Decrease) for Corrections System:

Proposed Law:						
Prison	Avg. Length of Stay	First Year (FY20XX)	Second Year (FY20XX)	Third Year (FY20XX)	Fourth Year (FY20XX)	Fifth Year (FY20XX)
Net Admissions	_____	_____	_____	_____	_____	_____
Population Increase (Decrease)	_____	_____	_____	_____	_____	_____

Proposed Law:

Correctional Impact/Minority Impact Data Request Emailed to Departments and State Agencies — Page 2:

Community-Based Corrections	Avg. Length of Stay	First Year (FY20XX)	Second Year (FY20XX)	Third Year (FY20XX)	Fourth Year (FY20XX)	Fifth Year (FY20XX)
Facilities:						
Admissions	_____	_____	_____	_____	_____	_____
Probation/Parole						
Admissions	_____	_____	_____	_____	_____	_____
Proposed Law:						
Jails	Avg. Jail Days	First Year (FY20XX)	Second Year (FY20XX)	Third Year (FY20XX)	Fourth Year (FY20XX)	Fifth Year (FY20XX)
Increase (Decrease) in the number of admissions:						
Type of Crime:						
1	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____	_____
5	_____	_____	_____	_____	_____	_____
Total	_____	_____	_____	_____	_____	_____
Will the proposed law have a disproportionate impact on any minority population? _____						
If yes, identify the population: _____						
Proposed Law:						
Minority Impact	Avg. Length of Stay	First Year (FY20XX)	Second Year (FY20XX)	Third Year (FY20XX)	Fourth Year (FY20XX)	Fifth Year (FY20XX)
Increase (Decrease)						
1	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____
 Additional assumptions or comments concerning the effect on capacity and staffing:						

Increase (Decrease) in State and County Revenues:

	Proposed Law:				
	First Year (FY20XX)	Second Year (FY20XX)	Third Year (FY20XX)	Fourth Year (FY20XX)	Fifth Year (FY20XX)
Revenue:					
General Fund	_____	_____	_____	_____	_____
Victim Compensation Fund	_____	_____	_____	_____	_____
Counties	_____	_____	_____	_____	_____
Federal Funds	_____	_____	_____	_____	_____
Total	=====	=====	=====	=====	=====

Effect on Programs:

Other comments, including technical or mechanical defects or conflicts with existing law, long-range etc.:

Agency representative preparing estimate:

Name: _____ Phyllis Blood
Title: _____
Date: _____ Phone: _____ 281-5942

If additional explanation is needed, please attach extra pages.

Example of Correctional Impact Statement Standard Language:

Usually, there are bills that impose a penalty but the cost is not anticipated to be significant because the offense rarely occurs, or cannot be determined because it is a new offense – there is a lack of information with which to project the correctional or fiscal impact. Here are some standard sentences to use for fiscal notes.

Background

The average State cost for one simple misdemeanor conviction ranges from \$26 (court costs) to \$326 (court costs and indigent defense).

The average State cost for one serious misdemeanor conviction ranges from \$200 (court costs) to \$7,900 (court costs including a jury, indigent defense, prison, and parole). The maximum costs will be incurred across multiple fiscal years while the offender is supervised in the correctional system, either in prison or the community.

The average State cost for one aggravated misdemeanor ranges from \$1,400 (court costs and probation) to \$7,300 (court costs with a jury, prison, parole, and indigent defense). Costs will be incurred across multiple fiscal years while the offender is supervised in the correctional system, either in prison or the community.

The average State cost for one Class D felony conviction ranges from \$5,100 (court costs, indigent defense, and probation) to \$13,200 (court costs with a jury, indigent defense, prison, and parole). Costs will be incurred across multiple fiscal years while the offender is supervised in the correctional system, either in prison or the community.

The average State cost for one Class C felony conviction ranges from \$6,000 (court costs, probation and indigent defense) to \$19,100 (court costs with a jury, prison, parole, and indigent defense). Costs will be incurred across multiple fiscal years while the offender is supervised in the correctional system, either in prison or the community.

The average State cost for one Class B felony conviction ranges from \$7,500 (court costs, indigent defense, and probation) to \$34,000 (court costs with a jury, indigent defense, prison, and parole). Costs will be incurred across multiple fiscal years while the offender is supervised in the correctional system, either in prison or the community.

Correctional Impact

For Bills that increase the penalty for an existing crime but the correctional impact is expected to be minimal, the standard sentence is: The correctional impact is expected to be minimal due to the low number of convictions under current law.

For Bills that create a new offense or crime and the impact cannot be estimated, the standard sentence is: The correctional impact of this new offense cannot be determined due to a lack of data with which to project the potential impact on the corrections system.

Fiscal Impact

For Bills that increase the penalty for an existing crime with minimal impact, the standard sentence is: The fiscal impact is expected to be minimal, because of the low number of convictions under current law.

For Bills that create a new offense or crime and the impact cannot be estimated, the standard sentence is: The fiscal impact of this new offense cannot be determined.

Example of Minority Impact Statement Standard Language:

Minority Impact Statements

The information below can be used as standard statements for Minority Impacts. Not all the statements would be used for all Minority Impacts. For example, if the minority impact is only on probation, the following background statements would be used: (first, fifth, and sixth bullets).

The statement under "Assumptions" regarding disabilities is standard for all minority impact statements due to the lack of available statewide information.

Background:

- The U.S. Census estimate for Iowa was 3.0 million people as of July 1, 2009 (the most current estimates available). Men comprise 49.3% of the population. Approximately 92.7% of Iowa's population is white. The composition of the remaining 7.3% is: 2.5% black, 0.3% American Indian or Alaska Native; 1.7% Asian; and 2.9% is of two or more races or unknown.
- The U.S. Department of Justice estimates there were 2.3 million offenders incarcerated in federal or State prisons and local jails on June 30, 2009 (the most recent data available). Men comprise 91.2% of the population. Approximately 39.4% of the 2.3 million offenders were black; 34.2% were white; 20.6% were Hispanic; and 5.8% were of other races or unknown.
- Iowa's prison population was 8,603 offenders on June 30, 2010. Men comprised 91.8% of the population. According to the Criminal and Juvenile Justice Planning Division (CJJPD) of the Department of Human Rights, the racial composition of the prison system was: 71.7% white; 25.5% black; 1.0% Asian or Pacific Islander; and 1.8% American Indian or Alaska Native. Included in these racial groups were 6.8% that identified themselves as Hispanic (nearly all of these identified themselves racially as being white).
- According to the CJJPD, on June 30, 2010, approximately 8.2% of the offenders in prison were women and 26.1% of offenders under supervision in Community-Based Corrections (CBC) were women. Approximately 21.5% of the total offender population under correctional supervision were women.
- According to the U.S. Department of Justice, 76.0% of offenders on probation nationwide are men. Nationally, approximately 56.0% of offenders on probation are white; 29.0% are black; 13.0% are Hispanic or Latino; 1.0% are American Indian or Alaska Natives; and 1.0% are Asian or Pacific Islander.
- According to the Department of Corrections (DOC), 72.2% of offenders on probation on June 30, 2010, were men. Approximately 78.5% of offenders on probation are white; 13.4% are black; 5.1% are Hispanic or Latino; 1.1% are American Indian or Alaska Natives; 1.0% are Asian or Pacific Islander; and 1.0% were of unknown race.
- According to the U.S. Department of Justice, 88.0% of offenders on parole nationwide are men. Nationally, approximately 41.0% of offenders on parole are white; 38.0% are black; 19.9% are Hispanic or Latino; 1.0% are American Indian or Alaska Natives; and 1.0% are Asian or Pacific Islander.
- According to the DOC, 83.7% of offenders on parole on June 30, 2010, were men. Approximately 75.5% of offenders on parole are white; 18.1% are black; 3.9% are Hispanic or Latino; 1.5% are American Indian or Alaska Natives; and 1.0% are Asian or Pacific Islander.

Assumptions:

Approximately 14.8% of Iowa's population has at least one disability. The number of disabled offenders convicted under this Bill may be 14.8%.