

**2015 LEGISLATIVE SESSION**  
**AGENCY FISCAL IMPACT STATEMENT (FIS) CHECKLIST**

WRITTEN ANALYSIS

- Agency contact information.
- Measure number and version.
- Impact determination (No Fiscal, Minimal Fiscal, or Fiscal).
- Statement of what the measure does (just the facts please).
- Statement of how the measure impacts the agency (changes in structures, processes, priorities, etc., as well resource requirements).
- Explanation of the strategy and funding for implementing measure requirements (with assumptions, constraints, potential risks, etc. clearly identified).
- Make appropriate reference to budget links (policy option packages, reviewed by the interim Joint Ways and Means Committee, etc.).
- Statement of which requirements may already be funded and which are not.
- Identify any “structural” error or ambiguity in the measure’s language.
- Acknowledge similar bills (in current and previous sessions), and/or links to Executive Orders.

QUANTITATIVE ANALYSIS

- Quantify fiscal implications (same, more, less \$\$) by fund type (General, Other, Lottery, Federal Funds), and budget category (Personal Services, Services and Supplies, Capital Outlay, Special Payments, and Debt Service).
- Calculations cover at least two biennia (based on effective/operative dates), but can be longer.
- Use 2015-17 current service level budget; discuss any relevant changes to the 2015-17 current service level budget as a result other budgetary actions; do NOT include inflation.
- Clearly delineate one-time expenditures from ongoing expenditures.
- If the proposed legislation impact agency cash flow, detail any actual or potential impact to agency cash flows.
- List by job classification the total number of new positions, and FTE necessary to implement the proposal.
- Indicate if positions are limited duration, permanent, full-time, part-time.
- Budget new positions at the second step of the salary range; do not include merit increase.
- Align position timeframe with the measure’s effective and operative dates and phase-in/phase-out plans.
- Describe any changes in organizational structure required by, or resulting from, the measure.
- If the measure reduces staff, or avoids/delays the addition of staff, include this information.
- Identify whether the revenue source is a new fee, a fee increase, a new federal grant, Lottery Fund or General Fund.
- Identify any negative revenue impacts to fees, grants, or Lottery Funds.
- Clearly note any General Fund impact, positive or negative, affecting the receipt of General Fund by the state.
- For fee increases or new fees, indicate whether the agency has authority to administratively create or increase the fee or whether legislative approval is required.
- For federal grants, federal funding agency, cooperative or competitive grant, indicate the probability of grant approval and continued federal funding (i.e., is this a sustainable program).
- Show your work with backup spreadsheets.**

*If you have questions about FIS preparation approach, discuss with LFO ahead of time*