

# FIR TRAINING



**FIR TRAINING SESSION**  
**JANUARY 8, 2014**

# FIR TRAINING



**WE NEED YOUR  
HELP!**

# PURPOSE

3

- **FISCAL IMPACT REPORTS:**
  - PROVIDE INFORMATION AND NON-PARTISAN ANALYSIS TO LEGISLATORS AND THE PUBLIC ON IMPACT OF LEGISLATION BEFORE A BILL BECOMES LAW
  - DESCRIBE THE IMPACT OF A BILL ON THE FINANCES OF THE STATE GOVERNMENT CUMULATELY AND OBJECTIVELY, SO THAT THE LEGISLATURE CAN MAKE INFORMAL DECISIONS ON 1) COSTS, 2) SAVINGS AND 3) REVENUE
  - ALLOW FOR TRACKING LEGISLATION THAT MAY IMPACT THE GENERAL APPROPRIATION ACT

# KEY STEPS

4

- **LFC MEMO TO AGENCIES, DEC. 23, 2013**
- **CAN BE FOUND ON LFC WEBSITE, INFORMATION FOR STATE AGENCIES**  
([nmlegis.gov/lcs/lfcdefault.aspx](http://nmlegis.gov/lcs/lfcdefault.aspx))
- **PLEASE USE FORM ON WEBSITE**
  - NEW TIMES ROMAN 12
  - INCLUDE ANY CHARTS AS ATTACHMENTS
  - PLEASE DON'T INCLUDE "CUTE PICTURES" AS ATTACHMENTS
- **RESPONSE REQUESTED WITHIN 24 HOURS**
  - SEND TO [LFC@NMLEGIS.GOV](mailto:LFC@NMLEGIS.GOV)
  - ALSO TO [DFA@STATE.NM.US](mailto:DFA@STATE.NM.US)
  - RESPONSES ARE FILED BY BILL NUMBER AND BECOME A RECORD OF AGENCY RESPONSES

# AGENCY FIR ANALYSIS FORM

5

LFC Requester: \_\_\_\_\_

AGENCY BILL ANALYSIS  
2013 REGULAR SESSION

WITHIN 24 HOURS OF BILL POSTING, EMAIL ANALYSIS TO:

LFC@NMLEGIS.GOV

And

DFA@STATENM.US

*(Include the bill no. in the email subject line, e.g., HD2, and only attach one bill analysis and related documentation per email message)*

**SECTION I: GENERAL INFORMATION**

*(Indicate if analysis is on an original bill, amendment, substitute or a correction of a previous bill)*

Check all that apply:

Original  Amendment   
Correction  Substitute

Date \_\_\_\_\_

Bill No: \_\_\_\_\_

Sponsor: \_\_\_\_\_ Reviewing \_\_\_\_\_  
Short \_\_\_\_\_ Person Writing \_\_\_\_\_  
Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Email \_\_\_\_\_

**SECTION II: FISCAL IMPACT**

**APPROPRIATION (dollars in thousands)**

Appropriation		Recurring or Nonrecurring	Fund Affected
FY13	FY14		

*(Parenthesis ( ) indicate Expenditure Decreases)*

Duplicates/Conflicts with/Companion to/Relates to:

Duplicates/Relates to Appropriation in the General Appropriation Act

**REVENUE (dollars in thousands)**

Estimated Revenue			Recurring or Nonrecurring	Fund Affected
FY13	FY14	FY15		

*(Parenthesis ( ) indicate Expenditure Decreases)*

Duplicates, Relates to, Conflicts with, Companion to

# AGENCY FIR ANALYSIS FORM

6

## **ESTIMATED ADDITIONAL OPERATING BUDGET IMPACT (dollars in thousands)**

	FY13	FY14	FY15	3 Year Total Cost	Recurring or Nonrecurring	Fund Affected
<b>Total</b>						

(Parenthesis ( ) Indicate Expenditure Decreases)

### **SECTION III: NARRATIVE**

#### **BILL SUMMARY**

##### Synopsis:

#### **FISCAL IMPLICATIONS**

Note: major assumptions underlying fiscal impact should be documented.

Note: if additional operating budget impact is estimated, assumptions and calculations should be reported in this section.

#### **SIGNIFICANT ISSUES**

#### **PERFORMANCE IMPLICATIONS**

#### **ADMINISTRATIVE IMPLICATIONS**

#### **CONFLICT, DUPLICATION, COMPANIONSHIP, RELATIONSHIP**

#### **TECHNICAL ISSUES**

#### **OTHER SUBSTANTIVE ISSUES**

#### **ALTERNATIVES**

#### **WHAT WILL BE THE CONSEQUENCES OF NOT ENACTING THIS BILL**

#### **AMENDMENTS**

# PROCESS

7

- **HEADING**

- BILL NUMBER INCLUDE AGENCY NUMBER (e.g. HB100-355 Jan 30)
- PERSON WRITING AND TELEPHONE NUMBER

- **TABLES**

- APPROPRIATION
- REVENUE
- ESTIMATED OPERATING BUDGET IMPACT
  - ✦ CAN BILL BE IMPLEMENTED WITH THE STATED APPROPRIATION?
  - ✦ ARE THERE INCREASED EXPENDITURES FOR THE OUTYEARS?
  - ✦ DISCUSS UNDER FISCAL IMPLICATIONS

# PROCESS

8

- **BILL SUMMARY**
  - DISCUSS HOW AGENCY INTERPRETS THE BILL
- **FISCAL IMPLEMENTATION**
  - DISCUSS OUTYEAR COSTS
- **SIGNIFICANT ISSUES**
  - DISCUSS IMPLEMENTATION OF BILL, EXPECTED RESULTS, ANTICIPATED PROBLEMS, ETC
  - BRIEFLY DESCRIBE SIGNIFICANT ISSUES
  - ARE THERE UNINTENDED CONSEQUENCES RELATED TO THE BILL?

# PROCESS

9

- **PERFORMANCE IMPLICATIONS**
  - HOW WILL IMPLICATION BE EVALUATED
  - GENERAL COMMENTS—DO NOT NEED SPECIFICS
- **CONFLICT, DUPLICATION, COMPANIONSHIP, RELATIONSHIP**
  - ARE THERE OTHER BILLS RELATED TO THIS ONE?
  - GOAL IS TO AVOID CONFLICTS

# PROCESS

10

- **REMAINDER OF HEADINGS ARE OPTIONAL**
- **NOTE USE TECHNICAL ISSUES FOR CORRECTIONS WITHIN THE BILL**
- **USE AMENDMENTS FOR SIGNIFICANT CHANGES TO THE BILL; PROVIDE JUSTIFICATION**

# FIR TRAINING

11

**QUESTIONS??**

**COMMENTS??**