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Memorandum

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SUMMARY OF 2020 FISCAL NOTE COMMON POLICIES

This summary document provides an overview of the common policies and common policy changes for the 2020 legislative session. It highlights key dates, policies, common policy changes, commonly used cost assumptions. The full common policies and a summary version are available on the [Fiscal Notes](#) page of the General Assembly's website.

Key Dates and Reminders

- The 2020 legislative session begins on Wednesday, January 8, 2020, and is scheduled to adjourn sine die on Wednesday, May 6, 2020.
- All bill drafts are confidential until introduced and may only be used for fiscal analysis purposes.

Cost Calculations

Below are several reminders for calculating staffing/FTE costs. Common allowable costs can be found in Table 1.

- Round FTE to the nearest 0.1 FTE and apply salary at the minimum of the range for that position.
- At least 0.5 FTE is required for capital or operating expenses to be provided.
- Calculate furniture and computer costs by rounding to the nearest whole FTE.
- Prorate first-year personnel and operating costs to account for the start date of the legislation and personnel costs for the General Fund pay date shift, if applicable.
- Provide an agency FN expense worksheet for all responses requiring calculations. Please include impacted line items and FTE impact calculations, if applicable.
- Costs and salary may differ from the allowable common policy costs, if justification is provided.

Common Policy Changes

Several notable changes have been made to the Fiscal Note Common Policies and to the agency response form and spreadsheet for 2020. The following section highlights these changes.

- **Computer software (ongoing expense).** The allowable computer software cost for new FTE is increased to \$400. Computer software is now considered to be an ongoing costs based on the assumption that software will be leased/subscription-based.
- **Computers.** The allowable one-time cost to purchase a computer for new FTE is increased to \$1,200.
- **Furniture/workstation.** The allowable one-time cost to purchase furniture/workstation for new FTE is increased to \$5,000.
- **Legal services.** Legal services costs will only be included in the bill's appropriation if more than 100 hours of legal services are needed. Impacts of less than 100 hours are considered minimal.
- **Line item impacts.** Fiscal notes staff is now asking agencies to provide information on the Long Bill line items affected by legislation. Use the agency expense worksheet or fiscal note response form to identify impacted line items to ensure that funding is appropriated in the correct manner.
- **FTE impacts.** In the agency expense worksheet, a new tab has been provided for agencies to provide detailed information on duties and hours worked. Use this tab or the space provided in the agency response form to provide an hourly breakdown of FTE duties, when necessary.
- **Leased space.** The common policies now include a standard costs for leased space, which should be calculated at \$30 per square foot and 220 square feet per FTE. Other costs based on specific proposals may be considered on a case-by-base basis. Leased space will continue to be shown as a centrally appropriated cost in most cases.

**Table 1
Common Fiscal Note Costs for 2020**

Cost Component	Allowable Cost	Cost Component	Allowable Cost
Supplies	\$500	Vehicle Mileage (2WD)	\$0.52 per mile
Telephone	\$450	Vehicle Mileage (4WD)	\$0.55 per mile
Computer	\$1,200	Computer Programming (FY 20-21)	\$112 / \$175 per hour
Software	\$400	IT Project Manager (FY 20-21)	\$148 per hour
Furniture/Workstation	\$5,000	IT Business Analyst (FY 20-21)	\$123 per hour
Legal Services	\$106.60 per hour after 100 hours	Network Administrator (FY 20-21)	\$114 per hour