



# Colorado Legislative Council Staff

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## MEMORANDUM

December 8, 2016

**TO:** Initiative Proponents and Other Interested Parties  
**FROM:** Todd Herreid, Deputy Director, (303) 866-3521  
**SUBJECT:** Submission of Fiscal Impact Estimates for Citizen-initiated Ballot Measures

### Summary

This memorandum provides instructions and deadlines for proponents and other interested parties to submit fiscal impact estimates for proposed ballot measures to be heard by the Title Board. It also outlines the information that Legislative Council Staff must include in ballot measure fiscal impact statements and provides guidance and resources to persons wishing to submit a fiscal impact estimate. All submitted estimates are public records and will be posted on the General Assembly's website.

### Instructions

To submit a fiscal estimate about a proposed ballot measure to Legislative Council Staff, please review and follow the following guidelines:

- Submissions must include the author's full name, title, organization (if any), and contact information. Designated representatives of the proponents should indicate this status in their submission.
- Estimates must be submitted in portable document format (PDF). Spreadsheets, databases, and other documents that show calculations and provide data may also be submitted.
- The PDF and any other files should be sent as e-mail attachments to: [BallotImpactEstimates.ga@state.co.us](mailto:BallotImpactEstimates.ga@state.co.us).
- The email with the PDF attachment should include the initiative number and topic in the subject line. For example: Initiative 108 - Funding for the Office of Film, Television, and Media.
- Estimates should be submitted as soon as possible following the Review and Comment Hearing, but no later than the following deadlines: for proponents, 12 days before the Title Board hearing; for others, 7 days before the Title Board hearing.

## **Title Board Schedule and Submission Deadlines**

By law, the Title Board meets on the 1st and 3rd Wednesday of each month beginning in December and ending in April, and measures must be submitted to the Secretary of State by 3:00 p.m. on the 12th day before the board meets. The initial fiscal impact statement for each measure must be completed by the time the title board meets to set the measure's ballot title. Completed fiscal impact statements must be delivered to the Secretary of State and the measure's proponents, and published on the General Assembly's website.

**To ensure that your fiscal estimate is considered fully in the preparation of an initial fiscal impact statement, you must submit information within the established deadlines.** Proponents must submit the information to Legislative Council Staff at least 12 calendar days prior to the Title Board hearing. Other interested parties must submit information at least 7 calendar days prior to the Title Board hearing. The anticipated schedule for the Title Board for the 2016-2017 ballot cycle and corresponding submission deadlines are included in Table 1 at the end of this document.

Please submit your fiscal estimates as early as possible to allow the maximum time for Legislative Council Staff to consider your submittal. While all fiscal estimates will be considered, the information submitted may not necessarily be incorporated into the fiscal impact statement or abstracts prepared by Legislative Council Staff. All submissions are public records and will be posted on the General Assembly's website for each initiative filed.

## **Rehearings and Modifications**

When a measure is first heard by the Title Board for title setting, the abstract of fiscal estimate is accepted by the Title Board without additional review. However, if the proponents or other parties believe that the abstract is incorrect, prejudicial, or misleading, they may file a motion for a rehearing at the Title Board. Proponents must ask for a rehearing within 7 days and they must be specific in their objections and offer documentation that supports a different estimate. At the rehearing, the Title Board may modify the abstract. If the abstract is modified, the Secretary of State's Office must send a copy to the Legislative Council Staff to post on its website. Legislative Council Staff may update the initial fiscal impact statement when it prepares the final fiscal impact statement for the Blue Book.

## **Information to Include in Fiscal Estimates**

Fiscal impacts from proponents and other interested parties should focus on the information that Legislative Council Staff is required to include in its analysis of measures. Fiscal impact statements focus primarily on the direct impacts to state government agencies and local governments. The information required in fiscal impact statements, and key questions that you may ask when providing your fiscal estimate, are listed below.

- **An estimate of the effect the measure will have on state and local government revenues, expenditures, taxes, and fiscal liabilities.**
  - Which state and/or local agencies are responsible for implementing the measure?
  - Will the implementing agencies require new staff?
  - Does the measure require computer systems, data collection, or other duties?
  
- **An estimate of the amount of any state and local government recurring expenditures or fiscal liabilities.**
  - Does the measure have one-time costs to implement?
  - Are there recurring costs under the measure?
  
- **For tax measures, an estimate of the impact to the average taxpayer.**
  - Does the measure require that new taxes or fees be collected?
  - If so, how much? How is new revenue spent?
  - How many people will pay the new tax?
  
- **A statement of the measure’s economic benefits for all Coloradans.**
  - What economic benefits will the state economy receive from the measure?
  - Do any groups have a loss of economic benefits under the measure?

Legislative Council Staff will consider all information submitted, but the most helpful, useful, and effective submissions will include verifiable data from independent sources such as government agencies, industry research groups, and nonprofit entities. Helpful submissions should use reasonable and realistic assumptions about how the measure will be implemented, clearly stated in narrative form.

### **Additional Information and Resources**

On the [fiscal note section](#) of the Legislative Council Staff website under “Information for State Agencies,” proponents and other interested parties can find additional information and resources that may assist them in developing fiscal estimates about their measures. These resources include (1) an expense calculation spreadsheet and (2) the fiscal note common policies, which are rules and instructions used by Legislative Council Staff and state agencies to develop fiscal estimates for legislation during the legislative session. The [Joint Budget Committee website](#) also hosts various budget documents and appropriations reports about state agencies and programs that may be useful to use or consider when drafting fiscal estimates. Additional information about the Title Board may be found on the [Secretary of State website](#).

**Table 1**  
**Schedule of Title Board Hearing Dates and Related Deadlines**  
**(December 2016 – April 2017)**

<b>Title Board Hearing Date</b>	<b>Deadline for Proponents to Submit Fiscal Estimates to LCS</b>	<b>Deadline for Others to Submit Fiscal Estimates to LCS</b>
<b><i>1st and 3rd Wednesdays</i></b>	<i>3:00 p.m. Fridays, 12 days before the hearing</i>	<i>3:00 p.m. Wednesdays, 7 days before the hearing</i>
<b>December 7, 2016</b>	November 25, 2016	November 30, 2016
<b>December 21, 2016</b>	December 9, 2016	December 14, 2016
<b>January 4, 2017</b>	December 23, 2016	December 28, 2016
<b>January 18, 2017</b>	January 6, 2017	January 11, 2017
<b>February 1, 2017</b>	January 20, 2017	January 25, 2017
<b>February 15, 2017</b>	February 3, 2017	February 8, 2017
<b>March 1, 2017</b>	February 17, 2017	February 22, 2017
<b>March 15, 2017</b>	March 3, 2017	March 8, 2017
<b>April 5, 2017</b>	March 24, 2017	March 29, 2017
<b>April 19, 2017</b>	April 7, 2017	April 12, 2017