



Legislative Council Staff
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Memorandum

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SUMMARY OF 2021 FISCAL NOTE COMMON POLICIES

This summary document provides an overview of the common policies for the 2021 legislative session, and the special legislative session starting on November 30, 2020. It highlights key dates, policies, and commonly used cost assumptions. The full common policies, fiscal note staff contacts, and other helpful information are available on the [Fiscal Notes](#) page of the General Assembly's website.

Key Dates and Reminders

- The 2021 legislative session begins on Wednesday, January 13, 2021, and is scheduled to adjourn sine die on Wednesday, May 12, 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.
- Costs and salary may differ from the allowable common policy costs, if justification is provided.

**Table 1
 Common Fiscal Note Costs for 2021**

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 21-22)	\$115 / \$185 per hour
Software	\$400	IT Project Manager (FY 21-22)	\$124 per hour
Furniture/Workstation	\$5,000	IT Business Analyst (FY 21-22)	\$105 per hour
Legal Services	\$106.34 per hour after 100 hours	Network Administrator (FY 20-21)	\$103 per hour