

Procedure for Processing Fiscal Note Requests when FNTS is Offline

Introduction

This procedure describes the process the Legislative Budget Office (LBO) will follow to process new fiscal note requests when the Fiscal Note Tracking System (FNTS) is not available and the legislature requires fiscal notes to be completed and posted before the system is expected to be restored. When this manual process is required, or when the LBO anticipates that it may be required, the LBO will notify legislative fiscal analysts, the committee administrators of the House Ways and Means, Senate Finance, and the House and Senate Tax Committees, and all agency fiscal note coordinators.

Step 1 – Legislature Makes Request

1. Legislative FNTS user emails LBO Coordinator fn@lbo.mn.gov
2. Use the appropriate subject line below:
 - a. Fiscal Note Request - HF/SF XXXX-X (bill number-version)
 - b. Fiscal Note Request – Unofficial Bill
 - c. Fiscal Note Request – Unofficial Bill Classified
3. Attach completed OfflineFNRequestForm.docx

Step 2 – LBO Processes Request

1. The LBO Coordinator logs the date and time the request was sent; the date and time the email was received/retrieved; and the bill number-version (see #2 below) in a tracking spreadsheet, and electronically files the email message.
2. The LBO Coordinator will assign a temporary bill number to fiscal note requests on unofficial bill language—including unofficial fiscal note requests classified as nonpublic data—and reply to the requester notifying them of the bill number assigned to the request.
3. Reviews the bill language to identify which agencies and LBO Analysts should be assigned and enters the agencies and the assignment date in the tracking spreadsheet.
4. Forwards the email to the assigned agency fiscal note coordinators and LBO Analysts, with a link to the [Fiscal Note Worksheet](#) (or [Classified Note Worksheet](#)) and any bill language attachments.

Step 3 – Agency Completes Fiscal Note

1. The agency fiscal note coordinator completes the worksheet, including the coordinator's signature, and emails it to their LBO Analyst, copying FN@lbo.mn.gov. For consolidated notes, also copy the Lead LBO Analyst, if different, and all other agency coordinators assigned to the note.

2. Subject line:
 - a) Ready for LBO Review - Fiscal Note HF/SF XXXX-X
 - b) Ready for LBO Review - HF/SF 9XXX-0 - Unofficial Fiscal Note
 - c) Ready for LBO Review - HF/SF 9XXX-0 – Classified Unofficial Fiscal Note

Step 4 – LBO Reviews and Signs Off

1. The LBO Analyst reviews the fiscal note and, if approved, adds their signature and emails the worksheet to the LBO Coordinator, copying the agency fiscal note coordinator and, if applicable, the Lead LBO Analyst.
 - a. Subject line:
 - i. LBO Signed Off - Fiscal Note HF/SF XXXX-X
 - ii. LBO Signed Off – HF/SF 9XXX-0 - Unofficial Fiscal Note
 - iii. LBO Signed Off – HF/SF 9XXX-0 – Classified Unofficial Fiscal Note

Step 5 – LBO Posts the Completed Fiscal Note

1. LBO Coordinator removes the “Preliminary” header from the fiscal note worksheet, creates a pdf file of the approved fiscal note, and emails the pdf document to the legislative analyst who requested the note, the agency coordinator, and the LBO Analyst.
2. Subject line:
 - a) Fiscal Note HF/SF XXXX-X Completed
 - b) LBO Signed Off – HF/SF 9XXX-0 Completed - Unofficial Fiscal Note
 - c) Fiscal Note HF/SF 9XXX-0 Completed – Classified Unofficial Fiscal Note
3. LBO Coordinator electronically files the completed fiscal note and updates the tracking spreadsheet with the date and time of the note’s completion.
4. The completed fiscal note pdf file will be copied onto the web search server with the proper file name. (Unofficial fiscal notes classified as nonpublic are not posted on the web.) Any fiscal note documents that are manually posted to the web search server are searchable by bill number only. In the event the fiscal note public web search application is also unavailable, the LBO will not be able to upload the fiscal note documents to the web until after the public search is restored.