

## Frequently Asked Questions - State Agencies

1. **What is the purpose of the fiscal note?** The fiscal note details the **financial** impact of a piece of legislation. It explains the cost or savings that would occur if the legislation were to be implemented as written. It does not include how an organization “feels” about the legislation (i.e. whether it is “good”/”bad”).
2. **What is the purpose of the comment memo?** The comment memo is where you can express how you feel about a bill (like/support or dislike/against). This is also the form to explain why you believe a piece of legislation may be unconstitutional. This form is sent to our office at [technical.comment@lr.mo.gov](mailto:technical.comment@lr.mo.gov) and is forwarded to the bill sponsor.
3. **What is the purpose of the technical memo?** The technical memo is where mistakes in the legislation can be pointed out, such as typos, wrong sectional references, etc. This form is also sent to our office at [technical.comment@lr.mo.gov](mailto:technical.comment@lr.mo.gov) and is forwarded to the bill sponsor as well as the bill drafter.
4. **Can our agency get an extension on the deadline to respond?** Generally yes, but it depends.... If the bill is not scheduled to have a hearing in a committee, usually Oversight has the flexibility to grant an extension to the time to respond. However, once a hearing is scheduled for a bill, agency responses need to be received by Oversight in time for us to compile the information and conduct our own analysis on the responses.
5. **How should we respond to multiple committee substitute versions of a bill?** Oversight will send out all substitute versions of a bill and state that we may need a response on each version. Once a version is reported out of committee, Oversight will notify agencies that have yet to respond, which version has been reported out of committee and that your response is due ASAP. Agencies may then disregard our request for fiscal impact responses for all unused versions.
6. **We have submitted a comment memo for a previous version of this bill. Do we need to keep submitting the same comment memo, or is it OK to drop it in the future?** Please continue to submit comment and/or technical memos on any future versions that you believe the issue continues to need to be addressed.
7. **How do I find the amendments that have been added to a bill?**  
For the Missouri Senate: - Go to [www.senate.mo.gov/legislation](http://www.senate.mo.gov/legislation). Go to the current year’s List of Senate Bills. Click on the bill number and then click on Amendments/CCRs/CCSs. Under the Status column, it will list the amendments and their status.

For the Missouri House: - Go to [www.house.mo.gov](http://www.house.mo.gov). Go to Bill Information / Bill List and select the Bill number. Click on the Amendments (Expand) to open all of the amendments for this bill. The amendment(s) that are adopted (green check mark) will be part of the legislation to be considered for review.

8. **If I cannot come up with an estimated cost for the fiscal note, how should I respond to the request?** If a cost estimate cannot be specified, then one of the following ranges can be used:

- Less than \$100,000
- More than \$100,000
- Greater than (or Less than) another number

Please provide reasons and estimates for your answer.

9. **Can you send amendments and committee subs to a personal email account; i.e. Gmail, Yahoo?** No, until they are adopted, amendments and committee substitutes are not considered public documents and must be treated as Confidential by the Oversight Division. These confidential drafts should only be viewed by those within your agency that are required to review and respond. Oversight will only send legislation to email accounts that have been established as valid on the Agency Authorization Form.
10. **How do I prioritize requests for fiscal impact on multiple proposals with competing deadlines and limited staff hours?** Address the proposals that would have the greatest impact first and always provide a response even if you miss the deadline. The response date is often based on a hearing or committee meeting date and time which may be postponed, allowing for the fiscal note to be updated.
11. **When does Oversight prepare a fiscal note on a bill?** We will prepare a fiscal note at specific steps of a bill, including:
- 1 Before a bill is heard in a committee meeting;
  - 2 If a bill is reported out of the committee and changed in any way;
  - 3 Upon perfection in the original chamber;
  - 4 If a bill is reported out of committee in the other chamber (if changed);
  - 5 Sometimes upon being amended in the opposite chamber; and
  - 6 If passed by both chambers (TAFP version).
12. **What are ‘special requests’ and how are they prioritized?** Often during the session, Oversight will be asked to prepare a fiscal note on potential amendment or substitute. Generally, we will treat these similar to bills; however, the legislation must be treated as Confidential by Oversight and state agencies. Special requests priority is below that of hearings, perfections, and reported out committee substitutes.
13. **Can I receive a PDF version of a bill?** Since the legislation is in Word Perfect format, Oversight routinely creates and attaches a PDF version of the bill if local political subdivisions are included in the send-out email. If you would like a PDF version of the bill, please contact the requesting Oversight analyst.
14. **What email address should I send my response to and how should I name it?** Please send responses to [Fiscal.note@lr.mo.gov](mailto:Fiscal.note@lr.mo.gov) and name it LR #/agency (for example: 1234-01n.ago.doc).