

Fiscal Notes

State Agency, Boards, and Commissions

User Manual

Last Updated: December 18, 2014

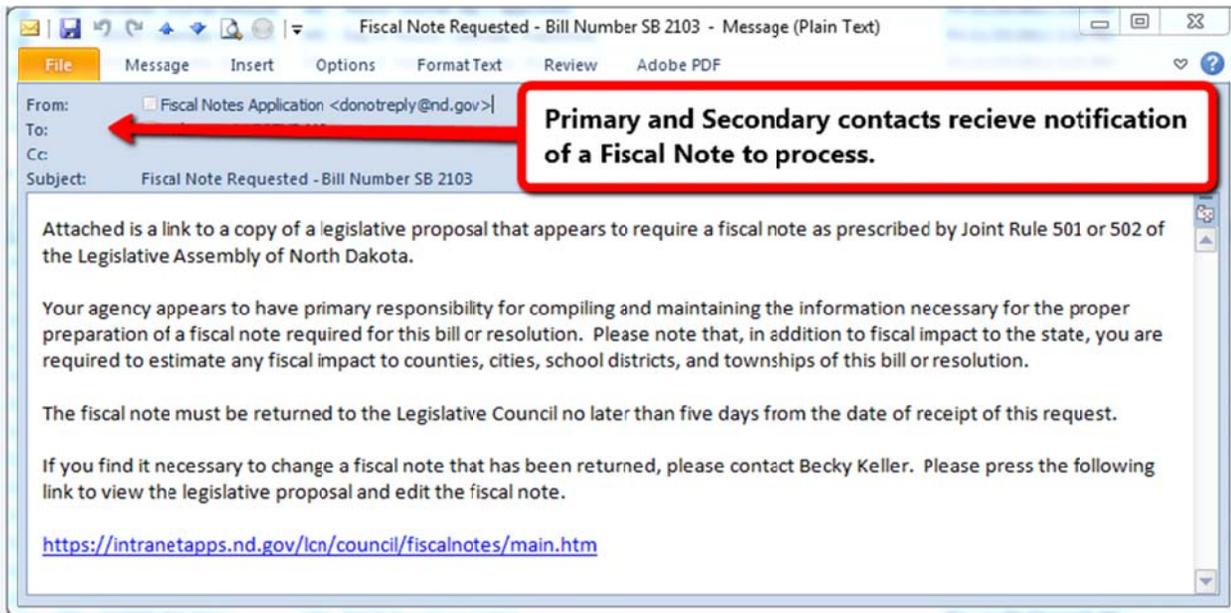
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Introduction

Legislative Council Fiscal staff review each bill and amendment to determine if there is a fiscal impact associated with the legislation. If so, fiscal staff identifies what entity (state agency, board, or commission) will be requested to complete a fiscal note for the bill or amendment.

Each entity was asked to provide a primary and secondary fiscal note contact to complete fiscal notes on legislation. If your entity is requested to complete a fiscal note, you will receive the following email message containing a link to login to the Fiscal Note web application:



An entity may optionally add additional contacts with a role of editor. The editor role allows a user to perform all functionality within the Fiscal Notes web application except submitting the fiscal note to Legislative Council.

See the following pages to learn more about fiscal note processing steps.

Login

State Network - State Agency

Users from entities within the state network will have a North Dakota (NDGOV) login id and will login to the Fiscal Notes web application using the following web address:

<https://intranetapps.nd.gov/lcn/council/fiscalnotes/main.htm>

The screenshot shows the North Dakota Legislative Branch website. At the top, it says "North Dakota nd.gov Official Portal for North Dakota State Government" and "North Dakota LEGISLATURE". The main header features the "North Dakota Legislative Branch" logo and navigation links: "Legislative Assembly", "Legislative Council", "Legislative Management", "News", and "Events". There are also "Home" and "Contact Us" links. The "Login" section is the central focus, with the text "You are entering Legislative Council Fiscal Notes System." Below this is a note: "Note: Please DO NOT use your browser's back and forward options to navigate this application. Use the buttons provided in the application." The login form includes fields for "Login ID:" and "Password:", and "Cancel" and "Login" buttons. At the bottom, there are four columns of links: "Laws and Constitution" (Century Code, Constitution, Session Laws), "Legislator Information" (Biographies, Contact Information, Find My Legislators, Current Legislators by District, Legislative Districts), "ND Budget Information" (Biennium Information, Agency Budget Information, Budget Process, Budget and Fiscal Trends, North Dakota Finance Facts), and "Information Center" (Agency Rules, General Information, Research Center, Student Legislative Tour Information). The footer contains copyright information for 2012, a link to "Download Adobe Reader", and various accessibility and policy links. The browser's zoom level is set to 100%.

NOTE: If a state network user needs to access the Fiscal Notes web application from outside the state network, the user would need VPN into the state network using their SSL VPN connection to access the web application.

Non-State Network - Boards and Commissions

Users from entities outside the state network will login to the Fiscal Notes web application using the State of North Dakota Login ID they submitted during the fiscal notes contact registration process. Login will be performed using the following web address:

<https://www.legis.nd.gov/lcn/council/fiscalnotes/main.htm>

The screenshot shows the North Dakota Legislative Branch website. At the top, it says "North Dakota nd.gov Official Portal for North Dakota State Government" and "North Dakota LEGISLATURE". The main header features the "North Dakota Legislative Branch" logo and navigation links: "Legislative Assembly", "Legislative Council", "Legislative Management", "News", and "Events".

The main content area is titled "Login" and includes the text: "You are entering [Legislative Council](#) Fiscal Notes System." A note states: "Note: Please DO NOT use your browser's back and forward options to navigate this application. Use the buttons provided in the application."

The login form is titled "North Dakota login" and is divided into two sections:

- Already Registered - Not sure?**
 - North Dakota Login:
 - Forgot Login [Forgot Login](#)
 - Password:
 - Forgot Password [Forgot Password](#)
 -
 - [Update your account](#)
- New to North Dakota Online Services?**
 -
 - Benefits of North Dakota Login
 - One North Dakota Login and password to access multiple [ND Online Services](#)
 - Register once for secure access to State services
 - Need help? Read through the [FAQ](#).

At the bottom, a footer section contains four columns of links:

- Laws and Constitution**
 - [Century Code](#)
 - [Constitution](#)
 - [Session Laws](#)
- Legislator Information**
 - [Biographies](#)
 - [Contact Information](#)
 - [Find My Legislators](#)
 - [Current Legislators by District](#)
 - [Legislative Districts](#)
- ND Budget Information**
 - [Biennium Information](#)
 - [Agency Budget Information](#)
 - [Budget and Fiscal Trends](#)
 - [North Dakota Finance Facts](#)
- Information Center**
 - [Agency Rules](#)
 - [General Information](#)
 - [Research Center](#)
 - [Legislative Drafting Manual](#)
 - [Legislative Links](#)
 - [Student Legislative Tour Information](#)

The browser's zoom level is set to 100%.

Fiscal Note Requests

After successful login, a tabbed interface lists your entity's fiscal notes based on the status of the fiscal note, including requested, overdue, ready to submit, submitted, and accepted.

The screenshot shows the 'Legislative Council - Fiscal Notes' page. At the top, there are navigation links for 'Home' and 'Contact Us'. Below the header, there are tabs for 'Requested', 'Overdue (1)', 'Ready to Submit (1)', 'Submitted (0)', and 'Accepted'. A red box highlights the 'Requested' tab with the text 'Click Fiscal Notes to refresh data and return to Requested tab'. Another red box highlights the 'Overdue (1)' tab with the text 'View fiscal notes based on status'. A third red box highlights the 'Logout' link with the text 'Logout'. A large red box contains the following instructions:

Tabs:

- Click on Requested tab to view list of fiscal notes to process.
- Click on Overdue tab to view fiscal note requests where the response is overdue.
- Click on Ready to Submit tab to view a list of fiscal notes to verify and submit to Legislative Council.
- Click on Submitted tab to view list of fiscal notes already submitted to Legislative Council.
- Click on Accepted tab to view list of fiscal notes accepted by Legislative Council.

NOTE: The count (n) identifies how many fiscal note requests are listed within the tab. The fiscal note information within a tab is refreshed upon each click of a tab.

Bill	Requested	LC No. (pdf)	Amend LC No. (pdf)	Engross LC No. (pdf)	Next Comm Hearing	Assigned To/Due Date	Revision Requested
HB 1051	11/29/2012 01:30 PM	13.0141.01000			01/08/2013 10:00 AM		
SB 2103	11/28/2012 02:23 PM	13.0139.01000	13.0139.01001	13.0139.02000	01/10/2013 10:00 AM		12/10/2012 11:14 AM

All new fiscal note requests will appear in either the Requested or the Overdue tab based on the date/time of the request. After 5 days for bills and 1 day for amendments, the fiscal note request will be listed in the Overdue tab and a count of how many overdue fiscal notes listed within the tab will appear in parentheses next to "Overdue".

The screenshot shows the 'Legislative Council - Fiscal Notes' page with the 'Requested' tab selected. The table below shows one bill:

Bill	Requested	LC No. (pdf)	Amend LC No. (pdf)	Engross LC No. (pdf)	Next Comm Hearing	Assigned To/Due Date	Revision Requested
HB 1050	11/23/2012 01:30 PM	13.0140.01000			01/08/2013 10:00 AM		

The list of bills/amendments allows you to view the fiscal note requested date, the legislation (bill, ammendment, engrossed bill pdfs), the next hearing date for the bill/amendment, who was assigned and the due date, and if the request is a request for revision.

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North Dakota LEGISLATURE

Home | Contact Us

Legislative Assembly | Legislative Council | Legislative Management | News | Events

Legislative Council - Fiscal Notes

User: Agency FiscalNotes | Logout

Fiscal Notes

Requested | Overdue (1) | Ready to Submit (1) | Submitted (0) | Accepted

Bill	Requested	LC No. (pdf)	Amend LC No. (pdf)	Engross LC No. (pdf)	Next Comm Hearing	Assigned To/Due Date	Revision Requested
HB 1051	11/29/2012 01:30 PM	13.0141.01000			01/08/2013 10:00 AM		
SB 2103	11/28/2012 02:23 PM	13.0139.01000	13.0139.01001	13.0139.02000	01/10/2013 10:00 AM		12/10/2012 11:14 AM

Identifies if a revision is requested.

Law and Constitution | Legislator Information | ND Budget Information | Information Center

Click on Bill number to view and process the fiscal note.

Click to view the bill, amendment instructions, or the engrossed version.
NOTE: PDF opens in a separate window/tab.

Identifies the next committee hearing for the bill.

Identifies who is assigned to provide the fiscal note information and the due date.

View Requested Fiscal Note

Click on bill number to view the requested fiscal note information.

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North Dakota Legislative Branch

Legislative Assembly | Legislative Council | Legislative Management | News | Events

User: Agency FiscalNotes | Logout

View Requested Fiscal Note

Click to view all version of the bill.

Links are provided to view bill, amendment, engrossed bill, and amendment in context.

Click to return to the tabbed list. May also click "Fiscal Notes" at the top of the page.

Click to track assignment and due date for someone else in the office to provide fiscal note information.

Click to email fiscal note request information, including links to documents.

Click to enter fiscal note information.

Click to print current fiscal note information.

Details

Bill Number: [HB 1061](#) Amendment: Engrossment:

Original: [13.0141.01000](#) In Context:

Requested: 11/29/2012 01:30 PM

Revision Requested:

Next Hearing: 01/09/2013 10:00 AM

Engrossment Status:

Assigned To/Due:

Agency Comments:

Fiscal Note

1A. State fiscal effect: Identify the state fiscal effect and the fiscal effect on agency appropriations compared to funding levels and appropriations anticipated under current law.

	2011-2013		2013-2015		2015-2017	
	General Fund	Other Funds	General Fund	Other Funds	General Fund	Other Funds
Revenue						
Expenditures						
Appropriations						

1B. County, city, school district and township:

	2011-2013	2013-2015	2015-2017
Counties			
Cities			
School Districts			
Townships			

2A. Bill and fiscal impact summary: Provide a brief summary of the bill (maximum 1000 characters).

2B. Fiscal impact section: Identify and provide a brief description of the fiscal impact of the bill and comments relevant to the analysis.

3. State fiscal effect detail: For information shown under state fiscal effect:

A. Revenues: Explain the revenue amounts. Provide detail, when appropriate, for each revenue type and fund affected and any amounts included in the executive budget.

B. Expenditures: Explain the expenditure amounts. Provide detail, when appropriate, for each agency and fund affected.

C. Appropriations: Explain the appropriation amounts. Provide detail, when appropriate, for each agency and fund affected. Explain the relationship between the amount shown for expenditures and appropriations. Indicate whether the appropriation is also included in the executive budget or revenue plan.

Return **Assign** **Email** **Edit** **Print**

Assign

Click on Assign to optionally enter who was assigned to provide the fiscal note information, along with the due date/time.

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User: Agency FiscalNotes | [Logout](#)

Assign Fiscal Note

Fiscal Notes

Details

Bill Number: HB 1051	Amendment:	Engrossment:
Original: 13.0141.01000	In Context:	
Requested: 11/29/2012 01:30 PM		
Revision Requested:		
Next Hearing: 01/08/2013 10:00 AM		
Engrossment Status:		
Assign To: <input type="text" value="Tom Fiscalman"/>		
Date Due: <input type="text" value="12/27/2012"/> (mm/dd/yyyy)		
Time Due: <input type="text" value="11:00 AM"/> (HH:MM AM)		
Agency Comments:		

Enter a name of the person who you are assigning to provide fiscal note information along with a due date/time.

The assigned to due date/time are now displayed in the lists.

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User: Agency FiscalNotes | [Logout](#)

Legislative Council - Fiscal Notes

Fiscal Notes

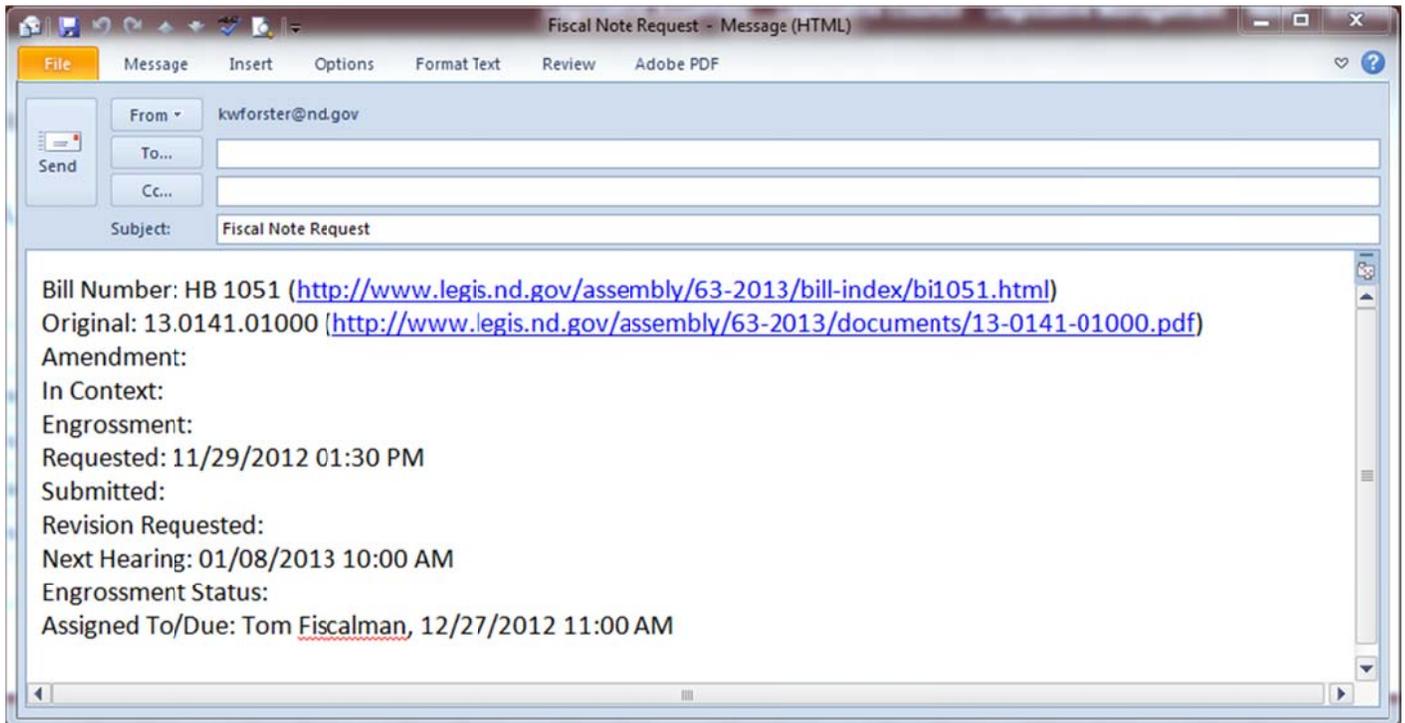
Requested | **Overdue (1)** | **Ready to Submit (1)** | **Submitted (0)** | **Accepted**

Bill	Requested	LC No. (pdf)	Amend LC No. (pdf)	Engross LC No. (pdf)	Next Comm Hearing	Assigned To/Due Date	Revision Requested
HB 1051	11/29/2012 01:30 PM	13.0141.01000			01/08/2013 10:00 AM	Tom Fiscalman, 12/27/2012 11:00 AM	
SB 2103	11/28/2012 02:23 PM	13.0139.01000	13.0139.01001	13.0139.02000	01/10/2013 10:00 AM		12/10/2012 11:14 AM

Assigned To/Due Date are now displayed.

Email

Click on Email to email the fiscal note request information to the assigned person or someone else to provide fiscal note information.



Edit

Click on Edit to enter fiscal note information.

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User: Agency FiscalNotes | Logout

Edit Fiscal Note

Fiscal Notes

Details

Bill Number: HB 1051 Amendment: Engrossment:
Original: 13.0141.01000 In Context:

Fiscal Note:
Requested: 11/29/2012 01:30 PM
Revision Requested:
Next Hearing: 01/08/2013 10:00 AM
Engrossment Status:
Assigned To: Tom Fiscalman
Date Due: 12/27/2012 (mm/dd/yyyy)
Time Due: 11:00 AM (HH.MM AM)
Agency Comments:

Attachments: [Add Attachment](#)

Click on Add Attachment to append PDF documents to the fiscal note PDF generated by the system upon acceptance by Legislative Council.
NOTE: PDF documents are appended in the order added.

Fiscal Note

1A. State fiscal effect: Identify the state fiscal effect and the fiscal effect on agency appropriations compared to funding levels and appropriations anticipated under current law.

	2011-2013		2013-2015		2015-2017	
	General Fund	Other Funds	General Fund	Other Funds	General Fund	Other Funds
Revenue						
Expenditures						
Appropriations						

1B. County, city, school district and township fiscal effect: Identify the fiscal effect on the appropriate political subdivision.

Click on Add Attachment to append to the generated fiscal note PDF.

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User: Agency FiscalNotes | Logout

Add PDF Attachment

Fiscal Notes

*Title: Attachment 1
*File Location: C:\Fiscal-Note-Attachment-1.pdf [Browse...](#)

Cancel Add

*Required

Enter a title which identifies the attachment contents.

Browse your file system to locate and Open your PDF attachment to add it to the fiscal note.
NOTE: Only PDF documents may be appended to the fiscal note.

Click Delete to delete an attachment or add another attachment.

Enter your fiscal note information.

NOTE: Your Fiscal Note web application user session will time out after 30 minutes of inactivity. It is recommended that you use the Finish Later button to store your information in the system periodically to avoid losing entered data due to user session timeout.

Click on Ready to Submit after you have entered all of your fiscal note information. The fiscal note will now be listed under the Ready to Submit tab.

Ready to Submit

Click on the bill number to view and submit a fiscal note to Legislative Council.

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Legislative Council

User: Agency FiscalNotes | Logout

Legislative Council - Fiscal Notes

Fiscal Notes

Requested Verdue (1) **Ready to Submit (2)** Submitted (0) Accepted

Bill	Requested	LC No. (pdf)	Amend LC No. (pdf)	Engross LC No. (pdf)	Next Comm Hearing
HB 1051	11/29/2012 01:30 PM	13.0141.01000			01/08/2013 10:00 AM
SB 2103	11/28/2012 01:51 PM	13.0139.01000			01/10/2013 10:00 AM

The View Ready to Submit Fiscal Note page will be displayed. You may review the document links and the entered fiscal note information.

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Legislative Assembly | Legislative Council | Legislative Management | News | Events

User: Agency FiscalNotes | Logout

View Ready To Submit Fiscal Note

Fiscal Notes

Details

Bill Number: [HB 1051](#)

Original: [13.0141.01000](#)

Fiscal Note: [13.0141.01000](#)

Requested: 11/29/2012 01:30 PM

Revision Requested:

Next Hearing: 01/08/2013 10:00 AM

Engrossment Status:

Assigned To/Due: Tom Fiscalman, 12/27/2012 11:00 AM

Agency Comments:

Attachments: [Attachment 1](#)

Amendment: In Context

Engrossment:

You may click to view legislation or any attached documents.

Fiscal Note

1A. State fiscal effect: Identify the state fiscal effect and the fiscal effect on agency appropriations compared to funding levels and appropriations anticipated under current law.

	2011-2013		2013-2015		2015-2017	
	General Fund	Other Funds	General Fund	Other Funds	General Fund	Other Funds
Revenue						
Expenditures			\$150,000		\$200,000	
Appropriations						

If you see something that needs modification, click on Edit to modify the fiscal note information. Otherwise, scroll to the bottom of the page print and/or continue to the process to verify and submit the fiscal note to Legislative Council.

1B. County, city, school district and township fiscal effect: *Identify the fiscal effect on the appropriate political subdivision.*

	2011-2013	2013-2015	2015-2017
Counties			
Cities			
School Districts			
Townships			

2A. Bill and fiscal impact summary: *Provide a brief summary of the measure, including description of the provisions having fiscal impact (limited to 300 characters).*

Additional cost due to more involvement than current business processes.

2B. State fiscal effect: *Provide a brief description of the sections of the measure which have fiscal impact. Include any assumptions and comments relevant to the analysis.*

3. State fiscal effect: *Under state*

A. Revenues: *Explain the revenue amounts. Provide detail, when appropriate, for each agency, line item, and fund affected and any amounts included in the executive budget.*

B. Expenditures: *Explain the expenditure amounts. Provide detail, when appropriate, for each agency, line item, and fund affected and the number of FTE positions affected. Additional cost due to more involvement than current business processes.*

C. Appropriations: *Explain the appropriation amounts. Provide detail, when appropriate, for each agency, line item, and fund affected and the relationship between the amounts shown for expenditures and appropriations. Indicate whether the appropriation is a continuing appropriation.*

- Return
- Edit
- Print
- Verify and Submit

Click to return to the tabbed list.

Click to edit and modify the entered fiscal note information.

Click to print the fiscal note information.

Click to enter the process to Verify and Submit the fiscal note to Legislative Council.

Verify Submit

After you choose to Verify and Submit the fiscal note, you will see a screen to complete a final review of the fiscal note information before submitting it to Legislative Council. You may enter a contact person for Legislative Council to contact if any questions arise regarding the information in the fiscal note.

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 **North Dakota**
Legislative Branch

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User: [Agency FiscalNotes](#) | [Logout](#)

Verify Submit

[Fiscal Notes](#)

Details

Bill Number: [HB 1051](#) Amendment: Engrossment:
Original: [13.0141.01000](#) In Context:
Fiscal Note: [13.0141.01000](#)
Requested: 11/29/2012 01:30 PM
Revision Requested:
Next Hearing: 01/08/2013 10:00 AM
Engrossment Status:
Agency Contact: 

You may enter a agency contact name for Legislative Council to contact if any questions regarding the information submitted in the fiscal note arises.

Assigned To/Due: Tom Fiscalman
Agency Comments:
Attachments: [Attachment 1](#)

Fiscal Note

1A. State fiscal effect: *Identify the state fiscal effect and the fiscal effect on agency appropriations compared to funding levels and appropriations anticipated under current law.*

	2011-2013		2013-2015		2015-2017	
	General Fund	Other Funds	General Fund	Other Funds	General Fund	Other Funds
Revenue						
Expenditures			\$150,000		\$200,000	
Appropriations						

Review the fiscal note information as you scroll to the bottom of the page.

1B. County, city, school district and township fiscal effect: *Identify the fiscal effect on the appropriate political subdivision.*

	2011-2013	2013-2015	2015-2017
Counties			
Cities			
School Districts			
Townships			

2A. Bill and fiscal impact summary: *Provide a brief summary of the measure, including description of the provisions having fiscal impact (limited to 300 characters).*
Additional cost due to more involvement than current business processes.

2B. Fiscal impact sections: *Identify and provide a brief description of the sections of the measure which have fiscal impact. Include any assumptions and comments relevant to the analysis.*

3. State fiscal effect detail: *For information shown under state fiscal effect in 1A, please:*

A. Revenues: *Explain the revenue amounts. Provide detail, when appropriate, for each revenue type and fund affected and any amounts included in the executive budget.*

B. Expenditures: *Explain the expenditure amounts. Provide detail, when appropriate, for each agency, line item, and fund affected and the number of positions affected.*

C. Appropriations: *Provide detail, when appropriate, for each agency and fund affected. Explain the relationship of expenditures and appropriations. Indicate whether the appropriation is also included in the executive budget or relates to a continuing appropriation.*

Name: first_name last_name
Agency: Tax Department
Telephone: 328-0000
Date Prepared: 12/11/2012

Click to return to the previous screen to Edit the fiscal note information.

Click to print the fiscal note information.

Click to submit the fiscal note to Legislative Council.

Previous Print Submit

If you identify a necessary change to the fiscal note information, click on the Previous button to return and Edit the fiscal note information.

Click on Submit to submit the fiscal note to Legislative Council. The fiscal note will now appear the Submitted tab.

Submitted

After a fiscal note is submitted to Legislative Council, it will be listed under the submitted tab until Legislative Council accepts it.

NOTE: If you identify a necessary change to the fiscal note, contact Legislative Council fiscal staff at 328-2916 to return the fiscal note request for revision.

The screenshot shows the North Dakota Legislative Branch website. The header includes the state seal and the text "North Dakota Legislative Branch". A navigation bar contains links for "Legislative Assembly", "Legislative Council", "Legislative Management", "News", and "Events". The main content area is titled "Legislative Council - Fiscal Notes" and includes a sub-header "Fiscal Notes". A red box highlights the "Submitted (1)" tab, with a red arrow pointing to it. A text box next to the arrow states: "The Submitted tab will include fiscal notes that have been submitted but not yet accepted by Legislative Council." Below the tabs is a table with the following data:

Bill	Requested	LC No. (pdf)	Amend LC No. (pdf)	Engross LC No. (pdf)	Next Comm Hearing	Submitted
HB 1051	11/29/2012 01:30 PM	13.0141.01000			01/08/2013 10:00 AM	12/11/2012 10:34 AM

Accepted

After Legislative Council accepts the submitted fiscal note, it will be listed under the accepted tab.

The screenshot shows the North Dakota Legislative Branch website. The page title is "Legislative Council - Fiscal Notes". There are navigation tabs for "Requested", "Overdue (1)", "Ready to Submit (1)", "Submitted (0)", and "Accepted". The "Accepted" tab is selected. A table below shows the details of the accepted fiscal note for bill HB 1051.

Bill	Requested	LC No. (.pdf)	Amend LC No. (.pdf)	Engross LC No. (.pdf)	Fiscal Note (.pdf)	Next Comm Hearing	Submitted	Accepted
HB 1051	11/29/2012 01:30 PM	13.0141.01000			13.0141.01000	01/08/2013 10:00 AM	12/11/2012 10:34 AM	12/11/2012 10:48 AM

Annotations on the screenshot:

- A red box labeled "Accepted fiscal notes." points to the "Accepted" tab.
- A red box labeled "After a minimum of 5 minutes after being accepted, the fiscal note PDF will be available to view." points to the "Fiscal Note (.pdf)" column in the table.

You will also receive an email notification stating the fiscal note was accepted. The email will contain a link to the generated fiscal note which will be available in a minimum of 5 minutes after it was accepted.

The screenshot shows an email notification titled "The Fiscal Note Has Arrived for HB 1051 - Message (HTML)".

From: Fiscal Notes Application <donotreply@nd.gov>
To: -Adm-NDLC LEGEND MO
Subject: The Fiscal Note Has Arrived for HB 1051
Sent: Tue 12/11/2012 10:49 AM

Note: The Fiscal Note should be available in approximately 5 minutes.
Please press the following link to view the completed Fiscal Note:
[13.0141.01000](#)