Agency Request Legislation – 2015 Legislative Session

REQUIRED ELEMENTS

A complete package includes:

☐ A statement that explains why you need the bill, what problem is the bill designed to correct, and how it is tied to a Governor’s priority.

☐ A summary of major provisions in the draft bill and impacts on current law.

☐ Irrespective of whether a bill has a fiscal impact, a completed fiscal note from each of the affected state agency(s), including local government (coordinate with Department of Commerce).

☐ The official Code Reviser draft of the proposed legislation containing Z-draft number. (If revisions are made during the review process, submit the requisite copies as soon as they are available.

☐ Name, telephone number, and email address of the agency’s Assistant Attorney General who reviewed the proposed bill draft.

☐ Agency’s budget decision package.

The following information must be entered in the Agency Contacts field in the Bill Analysis and Tracking System (BATS). Include position titles, agency names, entity names, phone numbers, and any other pertinent information in the “Description” field.

☐ Names, titles, and phone numbers for subject matter experts in your agency who are available to answer policy and fiscal impact questions related to the proposed bill.

☐ All state and local government agencies affected by the proposed bill, their positions, and each agency’s representative (and contact information) who may speak to the issue(s).

☐ Affected stakeholders (e.g., constituent groups, legislators, tribal governments); provide contact person name, entity name, their position, and any concerns.