

COMMISSION ON LOCAL GOVERNMENT

How to Complete Fiscal Impact Estimates

The *Code of Virginia* requires the Commission on Local Government (CLG) to determine whether bills referred for local fiscal impact analysis impose on localities either “net increases in expenditures” or “net reductions in revenue.” The statute lists the factors to be included in the analysis (Va. Code §30-19.03).

1. Log into the CLG web portal:

CLG will issue logon information to volunteers shortly after they receive their contact information. If you did not receive a logon e-mail from CLG, please contact Ali Akbor at the number listed below.

To access the web portal, click on the following link:

<https://dmz1.dhcd.virginia.gov/CLGSubmission/Login.aspx>

Upon accessing the web portal, you will be asked to enter your e-mail address and your password. If you have forgotten your password, click the “Forgot Password” link and you will receive an e-mail with your password.

2. Complete and Return the Estimate:

After completing your login, you will see a list of bill assignments. The assignments will include a bill number and the due date for the analysis. Click on the bill you would like to review.

The bill information includes the bill number (including a link to the legislation on LIS), patron, due date, and a summary of the bill. The large box is for users to write an analysis of the legislation. There is a limit of 2000 characters for the analysis. The limit is included so that responses are concise and easy for legislators to review. If you have additional information that you would like CLG to review, please e-mail it to Ali Akbor at the address listed below.

For local volunteers, there is an additional field to provide a dollar estimate that captures the impact to the jurisdiction that you represent. This field is required and your analysis cannot be submitted without making an entry.

When your analysis is complete, click the “Submit” button at the bottom of the page.

[For guidance on the substance of your analyses, see the document titled “What Makes a Good Estimate of Local Fiscal Impact?”](#)

3. Questions or Problems ?

Contact Ali Akbor by phone at (804) 786-6508 or by e-mail at ali.akbor@dhcd.virginia.gov.