COMMISSION ON LOCAL GOVERNMENT

How to Complete Fiscal Impact Estimates for the 2027 General Assembly Session

The *Code of Virginia* requires the Commission on Local Government (CLG) to determine whether bills referred for local fiscal impact analysis impose either "net increases in expenditures" or "net reductions in revenue" on localities. Below is a guide to completing the Fiscal Impact Estimates that inform the CLG's analysis. As you review these instructions, if you have any problems, questions, or concerns, please contact Alan Jones by phone at (804)-944-0645 or by email at alan.jones@dhcd.virginia.gov.

To Login to the CLG Web Portal:
Volunteers will use a web portal to view, perform, and submit Fiscal Impact Estimates to the CLG. New volunteers will need to complete the registration survey to register for this web portal before December 23rd. Only new volunteers need to register. After registering, new volunteers will receive an ID and password via email from noreply@dhcd.virginia.gov between the end of registration and the start of the General Assembly Session. Please let Alan Jones know if you or someone you know has registered and has not received login information by January 8th.

Below is the link to the 2026 registration survey:
https://survey.alchemer.com/s3/9101282/Fiscal-Impact-Volunteer-Registration-2027-Session

Below is the link to the CLG Web Portal Login:
https://dmz1.dhcd.virginia.gov/CLGSubmission/Login.aspx

Upon accessing the web portal, enter your login information (your ID and password from the previous email). If you have forgotten your password, click the "Forgot Password" link and follow the steps to retrieve it. Once you log in, you may change your password using the "Change Password" button on the top right of the screen.

To Complete a Fiscal Impact Estimate:
1. Review the Email Assigning a Bill for Review:
You will receive an email notification when a bill is assigned to you for a Fiscal Impact Estimate. The email will contain the due date for the assessment, the bill number, a link to the bill, and a link to the web portal. Please take note of the due date, as these are often 24-48 after assignment.

2. Complete the Estimate:
To complete the estimate, first login to the web portal. You will see a list of bill assignments. Click on the bill you would like to review to open the analysis form and begin an estimate. Upon clicking on the bill you would like to review, you will see a page displaying the analysis form. After reviewing the legislation, enter your estimate into the form. Please use only this form-- do not send any notes or separate documents used during your review.

The top of the form contains information about the bill, including the bill number (with a link to the legislation on LIS), patron, due date, and a summary of the bill.

The first three questions of the form ask you to identify the locality you represent and the bill you're performing an estimate on.

The next section asks you to identify if a bill will cause a net increase in expenditures for your locality. If so, complete the questions in this section which ask you to identify if the expenditure increase is one-time or recurring, what category the expenditure increase falls into, and other additional information. If the bill will not cause a net increase in expenditures, select "no" for question 4 and proceed to the next section.

The next section asks you to identify if a bill will cause a net decrease in revenues for your locality. If so, complete the questions in this section, which ask you to identify what revenue stream is impacted by the revenue loss, and other additional information. If the bill will not cause a revenue decrease, select "no" for question 9 and proceed to the final step.

For guidance on the substance of your analyses, see the document titled "What Makes a Good Estimate of Local Fiscal Impact?", available on our website below.

3. Return the Estimate:
When your analysis is complete, review your analysis for accuracy and completion and click the "Submit" button at the bottom of the page. If you have additional information that does not fit in the form that you would like CLG to review when compiling the estimates, please e-mail it to alan.jones@dhcd.virginia.gov

Additional Information:
The CLG page on Fiscal Impact Review (dhcd.virginia.gov/fiscal-impact-review) has additional materials, including a training video, a fillable PDF of the analysis form that can be used as a draft, a link to this document, and the statute that governs the fiscal impact review process. Please feel free to contact Alan Jones by phone at (804) 944-0645 or by e-mail at alan.jones@dhcd.virginia.gov if you have any additional questions or problems.