ARM TEAM CHECKLIST

Rule Numbers: _____ Division Contact: _____
_____ Phone: _____
_____ Office Location: _____

Summary/Rationale:

1. Provide a brief one paragraph introductory summary of the rule.
2. Explain/describe the changes made in each rule in detail.
3. Explain **why** the proposed changes are **necessary**. Cite any federal or state law that requires the proposed rule.
4. Discuss what other alternatives/options are possible and **why** the Department did not exercise these options.

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DESIRED EFFECTIVE DATE: If proposed effective date is mandatory, explain why.

NEGOTIATED RULEMAKING REQUIREMENTS: After consideration of the factors listed in 2-5-104, MCA, negotiated rulemaking is:

___ **Recommended** ___ **Not Recommended**

IS A PUBLIC HEARING NECESSARY? NOTE: If notice is published with no public hearing contemplated and sufficient interested parties request a hearing, final adoption of the rules will be delayed by a least 30 days to accommodate notice and hearing.

___ **Yes (If yes – Indicate Schedule A, B, or C)** _____ ___ **No**

ESTIMATED FINANCIAL/BUDGET IMPACTS: Specify any changes in state funds and/or federal funds per fiscal year and biennium estimated to result from the proposed changes.

DATE _____ **INTERIM COMMITTEE NOTIFIED OF PROPOSED CHANGES:**
___ **Yes** ___ **No**

LIST OTHER DIVISION, AGENCY OR INTERESTED PARTIES NOTIFIED:

SPONSOR NOTIFICATION: The law requires that sponsors of legislation be notified in writing when initial rule changes are contemplated in response to legislation. Is this rule change in response to legislation?

___ **Yes [Attach copy of sponsor letter]** ___ **No**