**This document provides transparency about DEQ’s proposed fees.**

If the rule proposal involves fee changes, complete this document, *FEE.EXCERPT-3.00*. Advance the number 3.00 to 3.01, 3.02, 3.0*x*, whenever there are substantive changes to this document through the review process.

**DAS Fee Approval Test**

For fees to become **effective**, DEQ must receive approval of all NEW, INCREASED or DECREASED fees from the Director of the Oregon Department of Administrative Services. There are several exemptions from DAS fee approval that may apply to these proposed fees:

[ORS 291.055(2)(d)](http://www.leg.state.or.us/ors/291.html) Fees created or authorized by statute that have no established rate or amount but are calculated for each separate instance for each fee payer and are based on actual cost of services provided.

[ORS 291.055(2)(m)](http://www.leg.state.or.us/ors/291.html) New or increased fees that are anticipated in the legislative budgeting process for an agency, revenues from which are included, explicitly or implicitly, in the legislatively adopted budget for the agency.

**DAS Fee Approval Required**

Complete the following DAS Forms:

[107BF21 – Fee Approval](http://cms.oregon.gov/DAS/CFO/Pages/forms.aspx)  Save SP under 3-FeeApproval as FEE.APPROVAL-3.00

[107BF22 – Fee Change Detail](http://cms.oregon.gov/DAS/CFO/Pages/forms.aspx) Save SP under 3-FeeApproval as FEE.DETAIL-3.00

DAS agreed to accept the Fee section of this document in lieu of the cover letter requested on the back of the DAS forms. This section also captures most of the information that DAS requests through their review. Below the Fee section is an optional Fee analysis section that provides a format for supporting data. Use this section for information that **may be released** with the fee approval documents sent to the Department of Administrative Services, public notice or the EQC staff report.

Save fee analysis documents **not intended for release** in SharePoint folder 3-Fee Approval using the name *FEE.ANALYSIS.OptionalIdentifyier-3.0~*. Please keep all Excel worksheets in one workbook.

Delete this page before submitting the **Fee Approval Packet** to DAS. See SCHEDULE-0.0? for tasks.

[ORS 291.055(1)(d)](http://www.leg.state.or.us/ors/291.html) requires DEQ report fee changes to DAS within 10 days of adoption.

**Parties who receive notice – submitted by email to:**

* DAS Budget Management Analyst – Cathy Connolly (11.17.14)
* DEQ Legislative Fiscal Officer –Ken G. Rocco (11.17.14)
* DEQ Financial Services Manager – Jim Roys (1.17.14)
* DEQ OD/Policy and Analysis – Greg Aldrich (11.17.14)
* Subject matter expert/rule writer, sponsoring manager

|  |
| --- |
| Fees |

The Oregon Environmental Quality Commission approval of this rule proposal would [OPTION 1] establish new fees. [OPTION 2] increase existing fees. [OPTION 3] decrease existing fees. [OPTION 4 – any combination of options 1-3] EQC authority to act on the proposed fees is ORS [ENTER CITATION].

Brief description of proposed fees

[LIMIT DESCRIPTION TO THE EFFECT OF THE FEE PROPOSAL. ADDRESS RATIONALE UNDER *REASONS.*]Enter text here

Reasons

The proposed fees would address [INCOPORATE THE BULLETED KEY PHRASES BELOW THAT APPLY TO THIS PROPOSAL.

[KEY PHRASES - PROVIDE A BRIEF EXPLANATION ABOUT EACH KEY PHRASE USED AND ADDRESS THE QUESTION, “WHY NOW?”]

* regulatory streamlining
* policy change
* new fee created by statue
* change in federal revenue
* change in Other Funds revenue

[IDENTIFY CONCERN AND LEGISLATIVE SESSION]

* response to legislative concerns

[PROVIDE OVERVIEW OF THE COSTS FOR KEY PHRASES]

* increased program costs
* costs exceed estimates

[PROVIDE TREND INFORMATION & FTE WORKLOAD STATISTICS FOR KEY PHRASES]

* change in transaction costs
* changed number of base fee payers
* change in fee-payer mix

Fee proposal alternatives considered

Enter text here [INCLUDE THE STATUS QUO ALTERNATIVE]

Fee payer

Enter text here

Affected party involvement in fee-setting process

Enter text here

Summary of impacts

Enter text here

Fee payer agreement with fee proposal

Enter text here

Links to supporting documents for proposed fees

Enter document name and link

How long will the current fee sustain the program?

Enter text here

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |
| Program costs covered by fees | | | | $0 | |  | 0% |  |  |
| Program costs covered by General Fund | | | | $0 | |  | 0% |  |  |
| Fee last changed | | | | Mm/dd/yyyy | |  |  |  |  |
|  |  |  | | | | | | | |

How long will the proposed fee sustain the program?

Enter text here

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Expected change in revenue (+/-) | | $0 |  | 0% |  |  |
| Min GF required by statue/rule to fund program | | $0 |  | 0% |  |  |
| Proposed fee allows General Fund replacement | | $0 |  | 0% |  |  |
| Expected effective date | | mm/dd/yyyy |  |  |  |  |
|  |  |  | | | | |

Transactions and revenue

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **Number of transactions** | **Number of Fee Payers** | **Impact on revenue (+/-)** | **Total revenue (+/-)** |  | |
| Current biennium | | | 0 | 0 | $0 | $0 |  |
| Next biennium | | | 0 | 0 | $0 | $0 |  |

Fee schedule

Enter text or table here.

| Table # (Arial 11)  **Table Title – (RGB 0-130-114 Bold Arial 13)** | | | | |
| --- | --- | --- | --- | --- |
| Column header (RGB 177-221-205 Arial 11) | | Column header (RGB 177-221-205) | | |
| RGB 223-241-235 Arial 10 | RGB 223-241-235 Arial 10 | RGB 223-241-235 Arial 10 | RGB 223-241-235 Arial 10 |  |
| Times Roman 121 | OR Times Roman 11 | OR Times Roman 10 |  |  |
| 1.5 pt | 1.5 pt 3 pt | 3 pt 1.5 pt | 1.5 pt |  |
|  |  |  |  |  |

|  |
| --- |
| Optional Fee Analysis - change title to describe type of analysis |

Lead-in paragraph

Subsection title Ariel (Headings) 11

Level 1 text -- Times Roman 12 Level 2 text

1. Level 2 text

a. Level 3 text

b. Level 3 text

c. Last text

1. Level 2 text

* Level 1 bullet 1
  + Level 2 bullet
  + Level 2 bullet
  + Last bullet
* Level 1 bullet

| Table # (Arial 11)  **Table Title – (RGB 0-130-114 Bold Arial 13)** | | | | |
| --- | --- | --- | --- | --- |
| Column header (RGB 177-221-205 Arial 11) | | Column header (RGB 177-221-205) | | |
| RGB 223-241-235 Arial 10 | RGB 223-241-235 Arial 10 | RGB 223-241-235 Arial 10 | RGB 223-241-235 Arial 10 |  |
| Times Roman 121 | OR Times Roman 11 | OR Times Roman 10 |  |  |
| 1.5 pt | 1.5 pt 3 pt | 3 pt 1.5 pt | 1.5 pt |  |
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| --- | --- | --- | --- |
| **Header** | **Header** | **Header** | **Header** |
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