

TREO Rulemaking Guide

Appendix A - Standardized Planning Document Example

PROJECT IDENTIFICATION

Project No.	#####	Project Style	Rulemaking to XXX
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PURPOSE AND JUSTIFICATION

Purpose statement	[DESCRIBE PURPOSE OF RULEMAKING] [DESCRIBE ESSENTIAL POLICY OBJECTIVES, TARGET OUTCOMES, OR SPECIFIC STATUTORY MANDATES]
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AGENCY STAFF ROLES

Project team lead	[NAME]
Project team members	[NAMES AND ROLE]
External (e.g. advisory board contacts, contractors, etc.)	[NAMES AND ROLE]
Supervisor(s)/Reviewer(s)	[NAMES AND ROLE]

STATUTORY AUTHORITY

Specific statute or legislation supporting proposal	[LIST RELEVANT CITATIONS. PROVIDE TEXT OR BRIEF DESCRIPTION]
General enabling statutes or other authorizing law	[LIST RELEVANT CITATIONS. PROVIDE TEXT OR BRIEF DESCRIPTION]

SCOPE OF RULEMAKING

New rules/ Rules for repeal/amendment	[## TAC § ##.## (new/amend/repeal)] [## TAC § ##.## (new/amend/repeal)]
Scope description	[DESCRIPTION OF SPECIFIC SUBJECT MATTER AND TOPICS INCLUDED IN THE RULEMAKING] [DESCRIPTION OF ANY SUBJECT MATTER OR TOPICS EXPRESSLY EXCLUDED FROM THE RULEMAKING]
Related forms or guidance materials	[LIST ANY FORMS, GUIDANCE DOCUMENTS, WEBPAGES, OR OTHER AGENCY MATERIALS TO BE CREATED/MODIFIED AS PART OF RULEMAKING]

INITIAL CONTENT DESCRIPTION

Content description	[PROVIDE ANY INITIAL CONTENT GUIDANCE, E.G. PARTIAL RULE LANGUAGE, LISTS OF FEATURES, KEY POLICY CONSIDERATIONS]] [DESCRIBE ANY ALTERNATIVE APPROACHES THAT HAVE ALREADY BEEN TRIED/CONSIDERED AND THE OUTCOME]
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RELATED LAW AND STANDARDS

Related rules, policies, decisions.	[LIST ANY OTHER AGENCY RULES, POLICIES, OR DECISIONS PROJECT TEAM SHOULD CONSIDER]
Related legislation, statutes.	[LIST ANY OTHER RELEVANT TEXAS LEGISLATION OR STATUTES]
Related federal law, industry standards, etc.	[LIST ANY RELEVANT FEDERAL LAW OR INDUSRY STANDARDS]

PRELIMINARY IMPACT SCAN

Expected public benefit	[BRIEFLY DESCRIBE EXPECTED PUBLIC BENEFITS]
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Fiscal implications	[BRIEFLY DESCRIBE POTENTIAL FISCAL IMPLICATIONS FOR THE STATE AND LOCAL GOVERNMENTS]
Compliance costs	[BRIEFLY DESCRIBE THE POTENTIAL COSTS TO REGULATED ENTITIES AND THE PUBLIC]

STAKEHOLDER ENGAGEMENT

Stakeholders/issues	[LIST ANY STAKEHOLDERS IDENTIFIED FOR OUTREACH] [LIST ANY SPECIFIC ISSUES REQUIRING STAKEHOLER INPUT]
Engagement plan	[DESCRIBE ANY PLANNED OR CONTEMPLATED STAKEHOLDER ENGAGEMENT OPTIONS SUCH AS MEETINGS, WORKSHOPS, QUESTIONS, ETC.]

PROJECT TIMELINE

Target adoption date	[TARGET ADOPTION DATE]
Project milestones	[PROJECT MILESTONES AND PROJECTED DATES]
Final deadline	[STATUTORY IMPLEMENTATION DEADLINE OR APA 6 MONTH WITHDRAW DATE]

REVISION HISTORY

Revisions	[DATES AND DESCRIPTIONS OF CHANGES TO THIS DOCUMENT]
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