

Instructions for Completing Legislative Concept Requests

- Use one form for each concept.
- Text boxes in the form increase in size as text is added to the box.
- Use the interactive form available on the web at <http://www.oregon.gov/DAS/BAM/BudgetInstr.shtml>.
- Leave no section or question blank; enter “none” or “not applicable.”
- Do not submit these instructions with your concept.
- Double-side copy all documents associated with a concept and staple with **ONE** staple.

Send **an original and five copies** of the form, draft language, any fiscal impact estimate, and any supporting material to the Department of Administrative Services, Director’s Office, 155 Cottage Street NE U20, Salem, OR 97301-3966 **no later than April 9, 2010**. Do not delay. It is to your benefit to submit concepts early.

Agency/Concept Number: This number is for tracking purposes only; not priority. Combine your agency number and your own sequential concept numbers. For example, DAS will use 10700-01, 10700-02, 10700-03... Do not skip numbers in the series since reviewers will continue to look for a missing number.

Agency and Date: Name of the agency is needed, but include any division or program name. Include the date the concept is delivered to DAS.

Concept Subject or Title: Provide a brief phrase or sentence describing the concept.

Contact Person: Identify the agency contact most knowledgeable about the concept itself. If not the same, also include agency legislative coordinator contact information.

Major/Minor Program Change or Housekeeping: Classify the concept into one of these categories; major/minor program changes include policy decisions whereas housekeeping concepts generally do not include policy decisions.

1. Problem: Clearly and completely describe the problem the concept proposes to solve.

2. Proposed Solution: Clearly and completely describe what the concept does to fix the problem. **Do not include proposed changes to statute in this section.**

3. Provide information about whether or not this concept, or portions of it, have been considered during previous sessions; which sections of statute the concept proposes to change; or if the concept is in response to legal issues.

4. Proposed Changes to Statute: Attach your best attempt at proposing changes to statute to accomplish your goal. Legislative Counsel may draft alternate language to what you provide.

5. Stakeholders or Other Affected Agencies: List all state and local agencies and other stakeholders affected by the concept. Do your homework – include only those people who have been contacted, **not** those who should be contacted.

6. Known Support or Opposition: List state, local or federal agencies, stakeholders, interest groups who support or oppose this concept and their reason for doing so.

7. Fees, Unfunded Mandates and Other Impacts: If the concept increases fees or assessments, attach a Fiscal Impact Estimate and form 107BF22 providing details on the fee increase.

Also, legislation must comply with Article XI, Section 15 of the Oregon Constitution. It requires the state pay costs of new or added tasks that the state requires of local governments (or must make the tasks optional or provide for a local fee.) If this concept triggers that law, attach a Fiscal Impact Estimate form and explain how the law will be met.

8. PLACEHOLDERS: All additional substantive information related to placeholder concepts is **due to DAS no later than July 14, 2010**. Identify if this concept is a placeholder. If so, estimate when additional information will be provided.

9. Additional Information or Attachments: Identify what attachments will be included (legal opinions, draft language, fiscal impact forms, etc.) Use this space to provide any additional information you wish to share about this concept.

10. Approved for Drafting: DAS staff will notify you when a concept has been approved for drafting and submitted to Legislative Counsel.

