

The cover letter should include the following information, when relevant, in order for DAS to review the proposal:

- a. An explanation of why the fee change or new fee is required. For example, was the fee change necessary due to:
 - Changes in Federal or Other Funds revenues?
 - Increased program costs? If so, please overview what the increased costs were.
 - Changes in transaction volumes or number of base fee payers? Provide trend information and FTE workload statistics.
 - New fee created by statute?
 - Policy changes? Regulatory streamlining? Please explain.
 - Other?
- b. A summary of program funding. For example, how much of the program is covered by fee revenues? How much by General Fund? Will the new fee level allow replacement of General Fund? How much? Do statutes/rules require General Fund to constitute a minimum proportion of overall program funding?
- c. How long is the proposed fee estimated to sustain the program?
- d. If the fee is based on a sliding scale, provide a spreadsheet showing calculations.
- e. A summary of who pays the fee and who are the stakeholders in the program.
- f. An overview of stakeholder/fee payer participation including a summary of stakeholder impacts; any outreach done to garner stakeholder input prior to setting the new fee level; and whether there is stakeholder approval or opposition to the new rate. If opposition, summarize those comments. If the only outreach done was via public comment during rulemaking, please state so. Also, please identify if the fees relate to policy discussions/concerns raised during the Legislative session, and provide a summary of those discussions/concerns if fees are related.

Policy Package Number

it).

