

SCHEDULE OF RULE DEVELOPMENT No Changes Required

Step	Task	Number of Days
1.	Draft rule internally	Varies
The Agency may present ideas to Executive Directors and reach out to coalitions for input on the proposed solution.		
2.	Submit Notice of Rule Development for publication in the Florida Administrative Weekly (FAW)	10 days minimum from the date of submission to the date of publication.
As soon as the proposed rule is approved by Agency leadership, the Agency files it with the FAW. OEL sends a copy of the draft(s) to coalitions and invites them to share the draft rule and provide input. The Agency distributes the proposed rule to all parties currently on the "Rules" distribution list and requests feedback. Additionally, the Agency advertises the workshop, the call-in number, and the draft rule on its website, discusses this information on the weekly IT conference call and shares this information in the minutes, and discusses this information on the bi-weekly VPK conference call. It is essential that comments are received during this time period.		
3.	Hold a Rule Workshop	14 days minimum from date of FAW publication of Notice of Rule Development.
The Workshop is open to the public. The Agency provides a call-in number. The purpose of the Workshop is to allow the public to comment on the proposed rule. It is extremely important that the public shares comments/concerns either before or during the Workshop, prior to submission of the Notice of Proposed Rule.		
4.	Submit Notice of Proposed Rule for publication in FAW	15 days minimum from the date of the Rule Workshop if there are no changes suggested in the Workshop.
Last chance for comments. The Agency notifies the coalitions, partner agencies, stakeholders, and the public of this information in the same manner as described above. The Agency must assume that, if no comments are received, the rule is generally accepted. If the Agency changes the proposed rule at this point, the promulgation period is extended significantly.		
5.	Hold a Public Hearing	21 days minimum from date of FAW publication of Notice of Proposed Rule.
The purpose of the Hearing is to share the anticipated final version on the rule.		
		60 days minimum elapsed
6.	JAPC review of rules	28 days minimum from submission of Notice of Proposed Rule to FAW.
7.	JAPC comments received	Could result in changes to draft rule & process would follow procedures for Notice of Change (see Changes Required, step 6).
8.	Final certification	90 days from Notice of Proposed Rule publication in FAW (assuming no changes were made to draft rule).
		130 days minimum elapsed (assuming no changes were made to draft rule)

The scenario above assumes no changes are needed to the original proposal of the draft rule. Any time changes become necessary, additional time for

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submission of notices, workshop and public hearing dates, and comment periods will need to be factored in.

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2.	Submit Notice of Rule Development in for publication in the Florida Administrative Weekly (FAW)	10 days minimum from the date of submission to the date of publication.
As soon as the proposed rule is approved by Agency leadership, the Agency files it with the FAW. OEL sends a copy of the draft(s) to coalitions and invites them to share the draft rule and provide input. The Agency distributes the proposed rule to all parties currently on the "Rules" distribution list and requests feedback. Additionally, the Agency advertises the workshop, the call-in number, and the draft rule on its website, discusses this information on the weekly IT conference call and shares this information in the minutes, and discusses this information on the bi-weekly VPK conference call. It is essential that comments are received during this time period.		
3.	Hold a Rule Workshop	14 days minimum from date of FAW publication of Notice of Rule Development.
The Workshop is open to the public. The Agency provides a call-in number. The purpose of the Workshop is to allow the public to comment on the proposed rule. It is extremely important that the public shares comments/concerns either before or during the Workshop, prior to submission of the Notice of Proposed Rule.		
If the Agency receives comments which require the Agency to hold another Workshop, the Workshop may be scheduled a minimum of 29 days from the date of the previous Workshop. The Agency notifies the coalitions, partner agencies, stakeholders, and the public of this information in the same manner as described previously.		
4.	Submit Notice of Proposed Rule for publication in FAW	15 days minimum from the date of the Rule Workshop.
Last chance for comments. The Agency notifies the coalitions, partner agencies, stakeholders, and the public of this information in the same manner as described above. The Agency must assume that, if no comments are received, the rule is generally accepted. If the Agency changes the proposed rule at this point, the promulgation period is extended significantly.		
5.	Hold a Public Hearing	21 days minimum from date of FAW publication of Notice of Proposed Rule.
The purpose of the Hearing is to share the anticipated final version on the rule.		
6.	Submit Notice of Change in response to comments received at Hearing.	15 days minimum from date of Public Hearing.
7.	Hold a Public Hearing	21 days minimum from date of FAW publication of Notice of Change.
If the Agency receives comments after the public hearing, the Agency must file a Notice of Change. This adds a minimum of 15 days. The Agency notifies the coalitions, partner agencies,		

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stakeholders, and the public of this information in the same manner as described previously.		
		96 days minimum elapsed

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8.	JAPC review of rules	21 days minimum from submission of Notice of Proposed Rule to FAW.
9.	JAPC comments received	Could result in changes to draft rule & process would re-start from step 6.
10.	Notice of No Change to JAPC	7 days minimum following a Public Hearing.
11.	Filing for Adoption	21 days minimum from date of publication of Notice of Change. (assuming only one Notice of Change)
12.	Effective Date	20 days minimum from date of Filing for Adoption.
		144 days elapsed

The minimum timeline above assumes that only one Notice of Change is submitted during the rule process. The timeline above allows the Agency a maximum of 5 days between receipt and incorporation of comments and submission for publication. If significant change is required, each publication or notice step would take a minimum of 7 additional days.

Issues of the FAW may be found at: <https://www.flrules.org/bigdoc/default.asp>