NOTICE OF PROPOSED CHANGES ON [SUBSTANCE OF REGULATION]

IN THE REGULATIONS OF [NAME OF AGENCY]

The [name of agency] proposes to adopt regulation changes in [AAC Title] of the Alaska Administrative Code, dealing with [the general subject, expressed in a few words], including the following:

(1) \_\_\_\_\_\_\_\_\_ is proposed to be changed as follows: [informative summary of proposed amendment or new material; describe the change from the existing regulation.]

(2) \_\_\_\_\_\_\_\_\_ is proposed to be repealed. The intended effect of this repeal is to \_\_\_\_\_\_\_\_\_.

You may comment on the proposed regulation changes, including the potential costs to private persons of complying with the proposed changes, by submitting written comments to [name of agency or agency representative at mailing address]. [Additionally, the [name of agency] will accept comments by facsimile at [fax number] and by electronic mail at [e-mail address].] [Comments may also be submitted through the Alaska Online Public Notice System by accessing this notice on the system and using the comment link.] The comments must be received not later than [time] on [month and day, year].

[Oral or written comments also may be submitted at a hearing to be held on [month and day, year], at [room number], [physical address, including city]. The hearing will be held from [time] to [time] and might be extended to accommodate those present before [time] who did not have an opportunity to comment.]

[You may provide oral comments relevant to the proposed action via telephoneat the hearing to be held on [month and day, year] by calling [phone number]. There will not be in-person attendance provided at the hearing site, so please prepare to share your oral comments by telephone only.  The hearing is scheduled from [time] to [time] and priority will be given to commenters on the line before the beginning of the hearing. The hearing may be extended to accommodate those on the line before [time] who did not have an opportunity to comment. Before the start of the hearing, [name of agency][chair of the Board] may limit the time allotted for each person providing oral testimony, as reasonably necessary to conclude the hearing in the time provided.]

You may submit written questions relevant to the proposed action to [name of agency representative by e-mail and physical address]. The questions must be received at least 10 days before the end of the public comment period. The [name of agency] will aggregate its response to substantially similar questions and make the questions and responses available on the Alaska Online Public Notice System [and agency website].

If you are a person with a disability who needs a special accommodation in order to participate in this process, please contact [name of agency representative at e-mail address and phone number] not later than [month and day, year], to ensure that any necessary accommodation can be provided.

A copy of the proposed regulation changes is available on the Alaska Online Public Notice System and by contacting [name of agency representative at e-mail address and phone number].

[A copy of material proposed for adoption by reference is available on the Alaska Online Public Notice System [or though the electronic link to the complete text].] [A copy of material proposed for adoption by reference may be viewed at the agency's office at [physical address].]

After the public comment period ends, the [name of agency] will either adopt the proposed regulation changes or other provisions dealing with the same subject, without further notice, or decide to take no action. The language of the final regulation may be different from that of the proposed regulation. You should comment during the time allowed if your interests could be affected.

**Statutory authority:** AS \_\_\_\_\_\_\_\_; AS \_\_\_\_\_\_\_\_; AS \_\_\_\_\_\_\_\_

**Statutes being implemented, interpreted, or made specific:** AS \_\_\_\_\_\_\_\_; AS \_\_\_\_\_\_\_; AS \_\_\_\_\_\_\_\_

**Fiscal information:** [The proposed regulation changes are not expected to require an increased appropriation.] [It is estimated that the proposed regulation changes will require increased appropriations as follows: FY \_\_\_, \_\_\_\_\_\_\_\_; FY \_\_\_, \_\_\_\_\_\_\_\_\_; FY \_\_\_, \_\_\_\_\_\_\_\_; FY \_\_\_, \_\_\_\_\_\_\_\_.]

The [name of agency or division] keeps a list of individuals and organizations interested in its regulations. Those on the list will automatically be sent a copy of all of the [agency/division] notices of proposed regulation changes. To be added to or removed from the list, send a request to the [agency/division] at [insert appropriate contact address], giving your name, and either your e-mail address or mailing address, as you prefer for receiving notices.

Individuals can also signup to receive automated notifications of all State of Alaska notices, including public notice for regulation changes, by subscribing to the Alaska Online Public Notices System: <https://aws.state.ak.us/OnlinePublicNotices/Default.aspx>.

Date:

 [signature]

[signatory's name and title, typed]