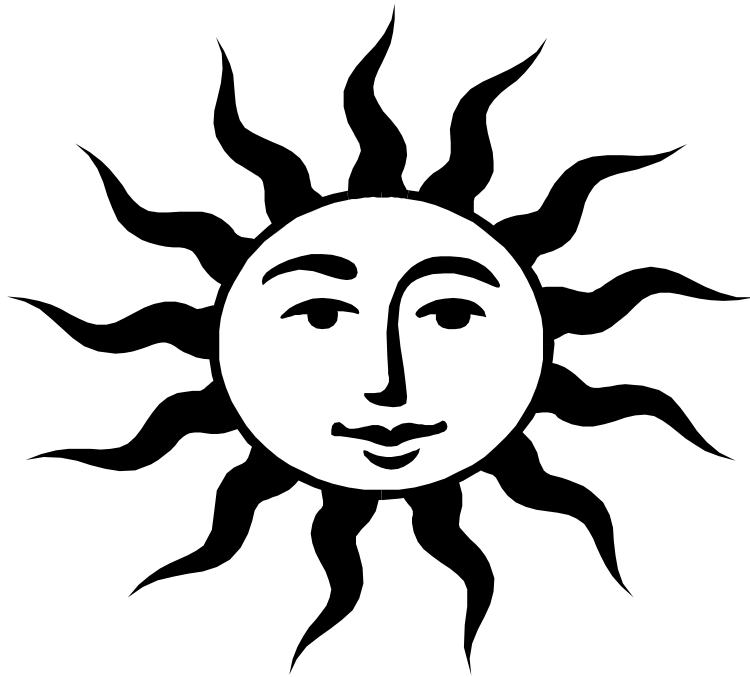


HANDBOOK
ON
ARIZONA'S
SUNSET & SUNRISE
REVIEW



Fifty-first Legislature
2013 – 2014

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INTRODUCTION

The *Handbook on Arizona's Sunset and Sunrise Review* is a guide for parties involved in the sunset and sunrise review of state agencies, boards, commissions, institutions and programs (agencies). Because statute prescribes both the sunset and sunrise processes, it is recommended that statute be consulted in conjunction with the use of this handbook.

Established by Laws 1978, Chapter 210 Arizona's sunset review process requires the Legislature to periodically review the purpose and functions of state agencies to determine whether continuation, revision, consolidation or termination is warranted. Sunset reviews are based on audits conducted by either the Office of the Auditor General (OAG) or a Committee of Reference (COR). Following the audit, a public hearing is held by the COR to discuss the audit and receive testimony from agency officials and the public.

Established by Laws 1985, Chapter 352, and expanded by Laws 2008, Chapter 132, Arizona's sunrise process provides a mechanism for both health professions and nonhealth professions to request regulation and, for health professions, an expansion in scope of practice. The sunrise process begins when an applicant group presents the Joint Legislative Audit Committee (JLAC) with a report defining the need for regulation or scope of practice expansion. JLAC assigns the report to a COR for review and recommendation.

The handbook is divided into four primary sections. The first section provides a brief description of the entities that play an important role in the processes, specifically, JLAC, COR, OAG and legislative committee staff. The following two sections are divided based upon the actual sunset and sunrise processes and provide a step-by-step guide of how to conduct a sunset or sunrise review.

This 2013-2014 edition (updated August 8, 2014) replaces the 2011-2012 edition.

ROLE OF PARTICIPANTS

JOINT LEGISLATIVE AUDIT COMMITTEE

(Title 41, Chapter 7, Article 10.1, Arizona Revised Statutes)

MEMBERSHIP

JLAC is a 12-member committee consisting of 6 members from each chamber of the Legislature. Five members each are appointed by the President of the Senate and the Speaker of the House of Representatives based on the members' understanding and interest in agency audits. JLAC membership includes an Appropriations Committee member from each chamber, and no more than three appointees from each chamber may be members of the same political party. Additionally, the President of the Senate and Speaker of the House of Representatives serve as ex-officio members. JLAC chairmanship alternates each year between the House and Senate. JLAC members for the Fifty-first Legislature*:

Senate Members

Senator Judy Burges (Chair 2013)
Senator Nancy Barto
Senator David Farnsworth
Senator Steve Gallardo
Senator Katie Hobbs
President Andy Biggs, *Ex-officio*

House Members

Representative John Allen (Chair 2014)
Representative Paul Boyer
Representative Demion Clinco
Representative Martin Quezada
Representative Kelly Townsend
Speaker Andy Tobin, *Ex-officio*

* JLAC membership subject to change. For most current membership please see the Interim Committee Inquiry option available via the A.L.I.S. Launcher.

JLAC POWERS & DUTIES

JLAC oversees all legislative and agency audit functions. Subject to legislative approval, JLAC appoints the Auditor General and directs all sunset, performance, special and financial audits and special research requests. JLAC is required to ensure that agencies comply with audit findings and recommendations and has legislative subpoena power.

In order to facilitate the sunrise and sunset process JLAC:

- 1) assigns agencies subject to sunset review to a COR;
- 2) determines whether the OAG or a COR will conduct an agency's sunset audit;
- 3) directs the OAG or a COR to conduct audits;
- 4) oversees the preparation and introduction of legislation to delay a sunset review if the OAG or a COR is unable to complete the review according to schedule;
- 5) directs the OAG or a COR to conduct performance audit follow-up reviews;

- 6) assigns COR chairmen (JLAC has the statutory authority to appoint COR chairmen, but traditionally the chairs are selected by standing committee chairmen when appointing the members); and
- 7) meets quarterly or on the call of the chairman.

PERFORMANCE AUDIT FOLLOW-UP PROCEDURES

In July 1997, JLAC adopted a process to follow-up on audit recommendations, which was subsequently expanded in 1999. The follow-up process is as follows:

1. In the written response to each audit recommendation in a performance audit report, the auditee will make one of the following statements:
 - a) the finding of the OAG is agreed to and the audit recommendations will be implemented,
 - b) the finding of the OAG is agreed to and a different method of dealing with the finding will be implemented,
 - c) the finding of the OAG is not agreed to but the recommendations will be implemented, or
 - d) the finding of the OAG is not agreed to and the recommendations will not be implemented.
2. Following the release of each audit report, JLAC will ensure that each audit receives a public hearing by a legislative committee. JLAC may refer the audit to a COR if the audit is performed under the sunset law. However, JLAC may request other pertinent committees to hold a hearing on any audit, or JLAC may hold the hearing.
3. JLAC shall request other committees holding a hearing on an audit to specifically address, and report back to JLAC, the nature of all report recommendations with which the agency does not agree and will not implement.
4. Six months after the audit report is issued, the auditee must provide to the OAG a written explanation of the status of all audit recommendations. (The OAG shall require the auditee to provide data and information necessary to document its efforts at implementing the recommendations.) The OAG will then issue a follow-up report to JLAC indicating the status of the agency's efforts in implementing the audit recommendations. Specifically, the follow-up report will identify how many recommendations the agency has implemented, how many recommendations it is in the process of implementing and how many recommendations have not been implemented. If the auditee has implemented all recommendations as of six months, the OAG shall report this fact to JLAC and no further follow-up will be conducted.

If the auditee has not fully implemented all recommendations at six months, but appears to be making progress, then this process continues at six-month intervals up to a period of two years after the release of the audit report.

If the OAG finds that the auditee is not making substantial progress in implementing the

recommendations at 6 months and 12 months, the OAG may, within a period not to exceed 18 months, initiate a more involved follow-up review. This review shall determine the status of the recommendations and what further actions, if any, are still necessary to implement the recommendations.

At two years, JLAC may require the auditee to appear before it to review the status of any remaining recommendations and to determine whether continued reporting is warranted.

The OAG has the authority to verify all information provided by the auditees and issue reports to JLAC and other relevant legislative committees.

5. The JLAC chairman may at any time following the release of an audit report convene a panel of JLAC members to meet with the OAG and the auditee to discuss recommendations with which the agency disagrees and will not implement. The panel will hear from both parties and will recommend to the full committee that:
 - a) there is no need for further action, or
 - b) sufficient differences exist between the OAG and the auditee to warrant the attention of the full JLAC.
6. JLAC will determine the need for further review and may, as an option, convene a final meeting of the two parties.
7. If after final review JLAC feels it is warranted, it will draft a memorandum summarizing the differences between the OAG and the auditee and will make a memorandum available, together with any recommendations, to all members of the Legislature.

OFFICE OF THE AUDITOR GENERAL

(Title 41, Chapter 7, Article 10.1, Arizona Revised Statutes)

REQUIREMENTS & TERM

Statute provides for the appointment of the Auditor General by JLAC, subject to approval by the Legislature. The term of office is five years; however, the Auditor General may be reappointed or removed from office pursuant to a concurrent resolution of the Legislature.

Statute requires the Auditor General to be a certified public accountant licensed to practice in Arizona and therefore subject to the standards and ethics of the accounting profession as regulated by the Arizona Board of Accountancy.

OAG POWERS & DUTIES

The OAG is responsible for providing independent financial, performance and compliance audits and special research requests in support of legislative oversight and public accountability regarding funds administered by the state and certain local governments. The OAG is authorized by statute to access agency correspondence, files and other records, bank accounts, criminal history record information, money and other property of any state agency. Prior to conducting a performance audit, the OAG attempts to contact legislators and legislative committee staff to receive input and suggestions regarding areas of concern. The OAG staff also contacts legislators and staff following the publication of an audit to respond to any questions concerning audit findings.

The OAG is required to perform the following duties relating to the sunset process:

- 1) prepare and submit to JLAC a list of all agencies scheduled for sunset termination at least 20 months prior to agency termination,
- 2) recommend to JLAC sunset audits to be conducted by the OAG or a COR,
- 3) conduct all audits assigned by JLAC (audits conducted by the OAG for the sunset review process are called performance audits or sunset audits),
- 4) distribute copies of agency performance audits to JLAC members and staff, and
- 5) testify before the COR regarding the performance audit findings.

COMMITTEES OF REFERENCE

(A.R.S. § 41-2954)

MEMBERSHIP

A COR is a subcommittee that is intended to act as a proxy for a standing committee. Statute requires that each standing committee of both legislative houses appoint a five-member COR and stipulates that no more than three members may belong to the same political party. Although JLAC has the statutory authority to appoint COR chairs, tradition has given this task to standing committee chairs. A COR is usually appointed in the early part of a Legislature with the first member named serving as the COR chair. Current COR membership is listed on pages 7-9 of this handbook. Remember, it is important to check the Interim Committee Inquiry option available via the A.L.I.S. Launcher to ensure committee membership has not changed.

COR POWERS & DUTIES

The COR may be responsible for conducting a sunset audit. A sunset audit conducted by a COR is essentially a self audit whereby the agency responds to statutorily prescribed questions and any questions developed by the COR.

When conducting a sunset or sunrise hearing, the House and Senate COR meet jointly as a single COR; separate motions for the House side and the Senate side are **not** in order. A quorum for sunset and sunrise purposes consists of a majority of all COR members.

Agencies subject to sunset review are generally assigned to a COR whose standing committee would most likely be responsible for hearing any legislation affecting that particular agency.

A COR has legislative subpoena power and is responsible for:

- 1) conducting a sunset audit of each agency assigned to it by JLAC;
- 2) holding at least one public hearing upon receipt of the OAG performance audit or completion of the COR sunset audit to receive testimony from the public and from the officials of the agency involved;
- 3) evaluating and recommending agency continuance, revision, consolidation or termination based on statutory sunset factors;
- 4) evaluating and recommending regulation or increased scope of practice based on statutory sunrise factors;
- 5) submitting a final sunset or sunrise review report by December 1 to the President of the Senate, Speaker of the House of Representatives, the Governor, OAG, JLAC and the agency that was the subject of the review; and
- 6) preparing legislation to implement its recommendations (JLAC is statutorily required to oversee the preparation of such legislation, but traditionally the COR chair and staff have overseen this responsibility. The agency, however, is responsible for finding a sponsor for the legislation.)

AGENCY SUBJECT TO REVIEW

An agency subject to sunset review performs the following functions in the sunset and sunrise review process:

- 1) Assists the OAG or COR - The agency works with the OAG to provide any necessary information. If the sunset audit is conducted by a COR, the agency must provide all necessary information and respond to the sunset questions as requested by the COR.
- 2) Testifies at hearings - Agency officials testify at public hearings, present agency responses to the required agency factors, and provide justification for agency continuance, modification or creation and any additional information requested by COR members.
- 3) Supports introduction of legislation - Agency officials should work with legislative committee staff and the COR chairman to coordinate the drafting and introduction of legislation to continue, modify or create the agency pursuant to COR recommendations.

LEGISLATIVE COMMITTEE STAFF

Sunset and sunrise staffing responsibilities shift with legislative terms. Senate legislative committee staff is responsible for staffing sunset hearings during even-numbered legislatures, and legislative committee staff from the House is responsible during odd-numbered legislatures. Regardless of who has primary responsibility, it is always a good idea to keep one's staff counterpart(s) apprised of information and progress.

Legislative committee staff responsibilities vary slightly depending on whether the OAG or COR conducts the sunset audit. Legislative Committee Staff:

- 1) coordinates with their Senate/House counterpart,
- 2) facilitates contact between the COR chair and the agency subject to sunset review,
- 3) compiles background information,
- 4) prepares information for COR members and other interested legislators,
- 5) schedules the sunset and sunrise hearing(s),
- 6) writes the final sunset and/or sunrise report, and
- 7) facilitates the drafting of any legislative recommendations of the COR.

Arizona Senate Committees of Reference
(Fifty-first Legislature)

Appropriations Don Shooter (Chair) Gail Griffin Al Melvin Olivia Cajero Bedford Lynne Pancrazi	Commerce, Energy and Military Al Melvin (Chair) Michele Reagan Bob Worsley Robert Meza Ed Ableser	Education Kimberly Yee (Chair) Al Melvin Vacant Leah Landrum Taylor David Bradley
Elections Michele Reagan (Chair) Nancy Barto Adam Driggs Katie Hobbs Robert Meza	Finance Steve Yarbrough (Chair) Bob Worsley Olivia Cajero Bedford Robert Meza Michele Reagan	Government and Environment Gail Griffin (Chair) Kelli Ward Vacant Katie Hobbs Carlyle Begay
Health and Human Services Nancy Barto (Chair) Kelli Ward Kimberly Yee David Bradley Katie Hobbs	Judiciary Kimberly Yee, (Chair) Adam Driggs Steve Yarbrough Steve Gallardo Andrea Dalessandro	Natural Resources and Rural Affairs Steve Pierce (Chair) Gail Griffin Don Shooter Lynn Pancrazi Barbara McGuire
Public Safety Vacant (Chair) Gail Griffin Don Shooter Andrea Dalessandro Barbara McGuire	Transportation Judy Bruges (Chair) David Farnsworth Bob Worsley Steve Farley Barbara McGuire	

Arizona House of Representatives Committees of Reference
(Fifty-first Legislature)

<p style="text-align: center;">Agriculture and Water</p> <p style="text-align: center;">Karen Fann (Chair) Brenda Barton Juan Escamilla Catherine Miranda T.J. Shope</p>	<p style="text-align: center;">Appropriations</p> <p style="text-align: center;">John Kavanagh (Chair) Lela Alston Chad Campbell Justin Olson Michelle Ugenti</p>	<p style="text-align: center;">Commerce</p> <p style="text-align: center;">Tom Forese (Chair) Adam Kwasman Debbie McCune Davis Catherine Miranda T.J. Shope</p>
<p style="text-align: center;">Education</p> <p style="text-align: center;">Doris Goodale (Chair) Paul Boyer Doug Coleman Eric Meyer Catherine Miranda</p>	<p style="text-align: center;">Energy, Environment and Natural Resources</p> <p style="text-align: center;">T.J. Shope (Chair) Albert Hale Ethan Orr Macario Saldate Bob Thorpe</p>	<p style="text-align: center;">Federalism and Fiscal Policy</p> <p style="text-align: center;">Justin Olson (Chair) Johnathan Larkin Debbie Lesko Steve Smith Bruce Wheeler</p>
<p style="text-align: center;">Financial Institutions</p> <p style="text-align: center;">Kate Brophy McGee (Chair) Jeff Dial Rosanna Gabaldon Lydia Hernandez David Livingston</p>	<p style="text-align: center;">Government</p> <p style="text-align: center;">Michelle Ugenti Doug Coleman Sonny Borrelli Vacant Martin Quezada</p>	<p style="text-align: center;">Health</p> <p style="text-align: center;">Heather Carter (Chair) Paul Boyer Kate Brophy McGee Eric Meyer Victoria Steele</p>
<p style="text-align: center;">Higher Education and Workforce Development</p> <p style="text-align: center;">Jeff Dial (Chair) Johnathan Larkin Ethan Orr Macario Saldate Bob Thorpe</p>	<p style="text-align: center;">Insurance and Retirement</p> <p style="text-align: center;">John Allen (Chair) David Livingston Debbie McCune Davis Juan Mendez Kelly Townsend</p>	<p style="text-align: center;">Judiciary</p> <p style="text-align: center;">Justin Pierce (Chair) John Allen Doris Goodale Albert Hale Martin Quezada</p>

Arizona House of Representatives Committees of Reference
(Fifty-first Legislature)

<p style="text-align: center;">Public Safety, Military and Regulatory Affairs</p> <p style="text-align: center;">Darin Mitchell (Chair) Sonny Borrelli Mark Cardenas David Livingston Jamescita Peshlakai</p>	<p style="text-align: center;">Reform and Human Services</p> <p style="text-align: center;">Kelly Townsend (Chair) Sally Ann Gonzales Juan Mendez Steve Montenegro Steve Smith</p>	<p style="text-align: center;">Technology and Infrastructure</p> <p style="text-align: center;">Bob Thorpe (Chair) Jeff Dial David Gowan Lisa Otondo Andrew Sherwood</p>
<p style="text-align: center;">Transportation</p> <p style="text-align: center;">Sonny Borrelli (Chair) Brenda Barton Juan Escamilla Rick Gray Victoria Steele</p>	<p style="text-align: center;">Ways and Means</p> <p style="text-align: center;">Debbie Lesko (Chair) Mark Cardenas Ruben Gallego Adam Kwasman Justin Olson</p>	

SUNSET REVIEW PROCESS

(Title 41, Chapter 27, Arizona Revised Statutes)

DESCRIPTION

The sunset process dates to the 1970s and was one of the first government accountability tools. Although individual sunset processes differ from state to state, a key feature is the inclusion of an automatic termination (repeal) clause in the authorizing legislation for state agencies and programs. Agencies are reviewed by the Legislature prior to their termination at which time the Legislature may choose to reauthorize the agency.

Established by Laws 1978, Chapter 210, Arizona's sunset laws provide a systematic process to evaluate an agency to determine if the merits of the agency justify its continuation, continuation with modification or termination. Agencies subject to sunset review automatically terminate (sunset) if legislation to continue the agency is not approved by the Legislature and Governor.

The entire sunset review process takes place over a 20-month period. JLAC initiates the sunset review process by reviewing the list of agencies scheduled for termination and assigning the agencies to a COR. All agencies scheduled for sunset are assigned to a House and Senate COR. Sunset reviews are based on sunset audits conducted by either the OAG or COR. JLAC also determines whether the OAG or COR will conduct the sunset audit (called a performance audit if conducted by the OAG). This determination is based upon a number of factors including: 1) the number of audit hours the OAG estimates a performance audit of the agency will require; 2) the number and seriousness of concerns and issues identified by legislators or the OAG regarding the agency; and 3) the size and budget of the agency.

The COR is required to hold at least one public hearing to discuss the sunset audit and receive testimony from agency officials and the public (A.R.S. § 41-2954). The COR may hold subsequent hearings as necessary. Upon completion of COR deliberations, which include a review of the 13 statutory sunset factors and the four agency factors, the COR must submit a final sunset review report by December 1, containing its recommendation for continuation, revision, consolidation or termination of the agency. Statute prohibits continuation of an agency for a period in excess of 10 years. Legislative committee staff typically facilitates, and Legislative Council typically drafts, any recommended legislation.

Historically, the COR chair has introduced the legislation necessary to continue, consolidate or revise an agency during the following legislative session; however, the agency subject to sunset review has the responsibility of requesting the chair, or any other legislative member, to sponsor the necessary legislation. Legislative committee staff should communicate this responsibility to the agency. If the COR recommends that the agency terminate, legislation is not necessary.

CONDUCTING A SUNSET REVIEW

A sunset review is based on an audit conducted by either the OAG (performance audit) or the legislative committee staff assigned to the COR. The essential difference between a performance audit and an audit conducted by a COR is the depth and scope of the audit. A performance audit is usually conducted over a period of several months with the OAG staff going on-site with the agency to review files and records and conduct interviews. COR audits are typically self audits as the agency is asked to respond to the sunset factors and legislative committee staff conducts minimal background and legal research.

The steps for conducting a sunset review when the OAG conducts a performance audit are very similar to the steps for conducting a review when the COR conducts the audit. Following is a brief discussion of legislative committee staff responsibilities under both of these scenarios.

1. WHAT TO DO IF OAG CONDUCTS THE AUDIT:

Step 1 - Assignment of Reviews (approximately 20 months prior to the sunset hearing)

- The OAG submits a list of agencies scheduled for termination to JLAC - This list includes all agencies statutorily scheduled for sunset and an estimate of the hours necessary to complete each agency's audit if the OAG were to conduct a performance audit.
- JLAC establishes the sunset review schedule - Based on a review of the sunset schedule and audit hours information submitted by the OAG, JLAC approves the audit schedule. JLAC may delay an agency's sunset if it believes the OAG will not be able to complete the audit and subsequent review according to schedule. If JLAC delays termination, JLAC is responsible for introducing legislation to extend the agency's termination date so that the agency will not sunset pending review.
- JLAC determines who shall perform the sunset audit - Based on the sunset schedule and audit hours information submitted by the OAG, JLAC determines whether the OAG will conduct the audit. The more complex agencies are generally assigned to the OAG for an agency-wide performance audit.
- JLAC assigns agencies subject to review to a COR - Statute requires all agencies scheduled to sunset to be assigned to a COR for the purposes of reviewing the sunset audit, holding a public hearing and making recommendations concerning the continuation of the agency. Legislative committee staff is provided a list of COR assignments by JLAC staff.

Step 2 - Performance Audit

- The OAG conducts the performance audit - Legislative committee staff and all JLAC members receive a copy of completed performance audits.

Step 3 - Pre-Sunset Hearing (3 to 4 months prior to sunset hearing)

- Contact the COR chairman and staff counterpart - Legislative committee staff should inform the COR chair of their respective body regarding the upcoming sunset review and discuss any potential issues/concerns.
- COR chair contacts the agency - Legislative committee staff facilitates the communication between the COR chair and agency by preparing a notification letter on behalf of the COR chair informing the agency of its coming review. Additionally, the letter should include a request of the agency's response to the 4 statutorily prescribed agency factors (A.R.S. § 41-2954, subsection F) and the 13th question of the sunset factors (A.R.S. § 41-2954, subsection D). The 13th question was added by Laws 2011, Chapter 176, and is not addressed in the OAG audit. These 5 questions are in addition to the 12 sunset factors that are addressed in the OAG performance audit (A.R.S. § 41-2954, subsection D).

Following are the 4 required agency factors (A.R.S. § 41-2954, subsection F) and the 13th sunset factor (A.R.S. § 41-2954, subsection D):

- 1) An identification of the problem or needs that the agency is intended to address.
 - 2) A statement, to the extent practical, in qualitative and quantitative terms, of the objectives of such agency and its anticipated accomplishments.
 - 3) An identification of any other agencies having similar, conflicting or duplicative objectives, and an explanation of the manner in which the agency avoids duplication or conflict with other such agencies.
 - 4) An assessment of the consequences of eliminating the agency or of consolidating it with another agency.
 - 5) The extent to which the agency potentially creates unexpected negative consequences that might require additional review by the committee of reference, including increasing the price of goods, affecting the availability of services, limiting the abilities of individuals and businesses to operate efficiently and increasing the cost of government.
- Review performance audit - Legislative committee staff should review the performance audit, which includes the 12 sunset factors. Legislative committee staff should also be sure the agency fully responded to the five additional questions outlined above.

- Schedule a public hearing and prepare agenda and materials for members - The COR is required to hold at least one public hearing.

When scheduling the public meeting, legislative committee staff should consult with agency staff and the OAG to ensure their attendance and ability to present the required agency factors.

A sunset hearing agenda should include a presentation on the performance audit by the OAG, a presentation by the agency on the required agency factors, and an opportunity for testimony from agency officials and the public. The agenda may also include adoption of the COR recommendations if additional COR meetings are not necessary.

Materials distributed by legislative committee staff to the COR may include a summary of the performance audit and agency response, the written required agency factors, budget data, other relevant information, and any draft recommendations.

Step 4 - Sunset Hearing

- Hold a public hearing - Statute (A.R.S. § 41-2954, subsection C) requires the COR to hold a public hearing to:
 - 1) determine the need of the agency to regulate or direct a particular activity,
 - 2) determine the extent to which the statutory requirements of the agency are necessary and being met,
 - 3) receive testimony from the public as to the relationship of the agency with the public, and
 - 4) receive testimony from the executive director or other head of the agency as to reasons for the continuation of the agency.
- Sunset factors - Statute (A.R.S. § 41-2954, subsection D) requires the COR to consider, at a minimum, the 13 sunset factors when determining the need for continuation or termination of an agency. When the OAG conducts the review, the first 12 sunset factors are addressed in writing in the OAG report and the 13th question was addressed in the letter addressed to the agency on behalf of the COR chair.

Step 5 - Follow-up

- Prepare a final sunset report - Legislative committee staff prepares a final report pursuant to statutory guidelines (A.R.S. § 41-2954, subsections E and F) containing the following information:
 - 1) A recommendation that the agency be continued, revised, consolidated or terminated.

- 2) A written statement prepared by the agency that contains the 4 required agency factors.
- To view an example of a final report of a sunset review conducted by the OAG visit: <http://azmemory.azlibrary.gov/cdm/ref/collection/statepubs/id/22063>
- Distribute final sunset review report - By **December 1**, legislative committee staff should distribute the final sunset report, addressed to JLAC. In efforts to reduce paper, use the following as a guide:

Distribute to:	Paper Copy	Electronic Copy	Email:
Governor*		X	mhunter@az.gov
President of the Senate*		X	soliver@azleg.gov
Speaker of the House of Representatives*		X	sgriffith@azleg.gov
COR members*		X	
Department/Agency subject to review or Applicant group*		X	Confirm Email
Office of the Auditor General*		X	khenderson@azauditor.gov
Arizona State Library, Archives & Public Records	X	X	reports@azlibrary.gov
House Chief Clerk	X	X	claube@azleg.gov
Senate Resource Center	X	X	dcortez@azleg.gov
Senate Research Staff		X	Applicable Research Staff
Senate Majority Staff		X	Applicable Policy Advisor
Senate Minority Staff		X	Applicable Policy Advisor & dramirez@azleg.gov
House Research Staff		X	Applicable Research Staff
House Majority Staff		X	Applicable Policy Advisor
House Minority Staff		X	Applicable Policy Advisor

*Statutorily required

- Draft legislation - Legislative committee staff works with Legislative Council to draft any recommended legislation. Legislation is not necessary if the COR recommends agency termination.

SUNSET REVIEW PROCESS TIMETABLE

(OAG Conducts the Performance Audit)

Deadline	Activity
(Occurs at least 20 months prior to termination of the agency.)	
May/June	OAG submits list of agencies subject to sunset review. JLAC determines the OAG will conduct audit and assigns agency to a COR. Legislative committee staff is notified of JLAC assignments.
June/August	OAG conducts audit.
(Occurs year of review.)	
June/July	COR chair initiates communication with agency. Legislative committee staff prepares letter. Agency is required to respond to 4 additional statutorily required agency factors (A.R.S. § 41-2954, subsection F) and the 13 th sunset factor (A.R.S. § 41-2954, subsection D).
August	Draft performance audit completed.
September/October	OAG submits final performance audit report to Legislature. Legislative committee staff schedules sunset review hearing(s).
December	Final sunset review report is due December 1. Legislative committee staff prepares final sunset review report and distributes.
January	Introduction of legislation to implement COR recommendations, if necessary.
July	Termination of agency unless legislatively continued.

WHAT TO DO IF COR CONDUCTS THE PERFORMANCE AUDIT:**Step 1 - Assignment of Reviews** (approximately 20 months prior to the sunset hearing)

- This step is identical regardless of whether the COR or OAG conducts the audit. See page 11 for further details.

Step 2 - Initiate Agency Contact (3 to 4 months prior to sunset hearing)

- Contact the COR chairman and staff counterpart - Legislative committee staff should inform the COR chair of their respective body of the upcoming sunset review.
- COR chair contacts the agency - Legislative committee staff facilitates the communication between the COR chair and agency by preparing a notification letter on behalf of the COR chair informing the agency of its coming review.

The COR chair should request that the agency submit a required report containing the agency's response to the 13 sunset factors (A.R.S. § 41-2954, subsection D) as well as a written statement addressing the 4 required agency factors (A.R.S. § 41-2954, subsection F). The COR chair may request other relevant information, such as copies of the agency's annual report or minutes from meetings, or ask other relevant questions. The sunset audit, when conducted by a COR, consists of the written response of the agency and other relevant information procured by the legislative committee staff.

The chair's correspondence should direct the agency to report on all of the factors by a date certain, allowing enough time for legislative committee staff to review and distribute to COR members the materials received from the agency.

Following are the 13 sunset factors (A.R.S. § 41-2954, subsection D):

- 1) The objective and purpose in establishing (continuing) the agency and the extent to which the objective and purpose are met by private enterprises in other states.
- 2) The extent to which the agency has met its statutory objective and purpose and the efficiency with which it has operated.
- 3) The extent to which the agency serves the entire state rather than specific interests.
- 4) The extent to which rules adopted by the agency are consistent with the legislative mandate.
- 5) The extent to which the agency has encouraged input from the public before adopting its rules and the extent to which it has informed the public as to its actions and their expected impact on the public.
- 6) The extent to which the agency has been able to investigate and resolve complaints within its jurisdiction.

- 7) The extent to which the Attorney General or any other applicable agency of state government has the authority to prosecute actions under the enabling legislation.
- 8) The extent to which the agency has addressed deficiencies in its enabling statutes that prevent the agency from fulfilling its statutory mandate.
- 9) The extent to which changes are necessary in the laws of the agency to adequately comply with the factors listed in this subsection.
- 10) The extent to which the termination of the agency would significantly affect the public health, safety or welfare.
- 11) The extent to which the level of regulation exercised by the agency compares to other states and is appropriate and whether less or more stringent levels of regulation would be appropriate.
- 12) The extent to which the agency has used private contractors in the performance of its duties as compared to other states and how more effective use of private contractors could be accomplished.
- 13) The extent to which the agency potentially creates unexpected negative consequences that might require additional review by the committee of reference, including increasing the price of goods, affecting the availability of services, limiting the abilities of individuals and businesses to operate efficiently and increasing the cost of government.

Following are the 4 prescribed agency factors (A.R.S. § 41-2954, subsection F):

- 1) An identification of the problem or needs that the agency is intended to address.
- 2) A statement, to the extent practical, in qualitative or quantitative terms, of the objectives of the agency.
- 3) Identification of any conflicting or overlapping duties with other agencies.
- 4) An analysis of the consequences of eliminating the agency.

Step 3 - Pre-Sunset Meeting/Review Materials

- Review sunset and agency factors - Legislative committee staff should review the agency's report to ensure that the agency fully responded to the required sunset and agency factors.
- Schedule a public hearing and prepare agenda and materials for members - The COR is required to hold at least one public hearing. The agenda should include a presentation from agency officials on the sunset factors and required agency factors, and provide an opportunity for public input. The agenda may also include adoption of the COR recommendations if subsequent COR meetings are not necessary.
- Materials distributed by legislative committee staff may include a summary of the agency response, budget data and draft recommendations.

Step 4 - Sunset Hearing

- This step is identical regardless of whether the COR or OAG conducts the audit. See [page 14](#) for further detail.

Step 5 - Follow-up

- This step is identical regardless of whether the COR or OAG conducts the audit. See [pages 14 and 15](#) for further detail.
- To view an example of a final report of a sunset review conducted by the COR visit: <http://azmemory.azlibrary.gov/cdm/ref/collection/statepubs/id/22048>

SUNSET REVIEW PROCESS TIMETABLE

(COR Conducts the Performance Audit)

Deadline	Activity
(Occurs at least 20 months prior to termination of the agency.)	
May/June	<p>OAG submits list of agencies subject to sunset review.</p> <p>JLAC determines a COR will conduct audit; assigns agency to a COR for review.</p> <p>Legislative committee staff is notified of JLAC assignments.</p>
(Occurs year of review.)	
June/July	<p>COR chair initiates communication with agency. Legislative committee staff prepares letter. Agency is requested to respond to the 13 sunset factors and 4 agency factors.</p>
August/September/October	<p>Agency submits responses to sunset and agency factors.</p> <p>Legislative committee staff schedules sunset review hearing(s). Prepares agency responses for review by COR.</p>
December	<p>Final sunset report is due December 1.</p> <p>Legislative committee staff prepares final sunset review report and distributes.</p>
January	<p>Introduction of legislation to implement COR recommendations, if necessary.</p>
July	<p>Termination of agency, unless legislatively continued.</p>

SUNRISE REVIEW PROCESS

(A.R.S. §§ 32-3101 through 32-3106 and 32-4401 through 32-4403)

DESCRIPTION

Established by Laws 1985, Chapter 352, and expanded by Laws 2008, Chapter 132, Arizona's sunrise review process provides a mechanism for both health professions and nonhealth professions to request regulation and, for health professions, expansion in scope of practice.

A health profession is defined as a profession regulated pursuant to A.R.S. Title 32, Chapters 7, 8, 11, 13, 14, 15, 15.1, 16, 17, 18, 19, 19.1, 21, 25, 28, 29, 33, 34, 35, 39, 41, and Title 36, Chapter 6, Article 7, and Chapter 17. A.R.S. § 32-3103 states that regulation shall not be imposed on any unregulated health profession except for the exclusive purpose of protecting the public interest. A health profession shall be regulated by this state only if:

- 1) unregulated practice can clearly harm or endanger the public, health safety or welfare and the potential for harm is easily recognizable and not remote or dependent on tenuous agreement;
- 2) the public needs and can reasonable be expected to benefit from an assurance of initial and continuing professional ability; and
- 3) the public cannot be effectively protected by other means in a more cost beneficial manner.

A.R.S. § 32-4401 states that a profession or occupation shall not be regulated except for the exclusive purpose of protecting the public interest. A profession or occupation shall be regulated by this state only if all the following apply:

- 1) an unregulated practice can clearly harm or endanger the public health, safety or welfare;
- 2) the actual or anticipated public benefit of the regulation clearly exceeds the costs imposed on consumers, businesses and individuals;
- 3) the public needs and can reasonably be expected to benefit from an assurance of initial and continuing professional ability; and
- 4) the public cannot be effectively protected by private certification or other alternatives.

To initiate the sunrise application process an applicant must submit a written report to the President of the Senate and the Speaker of the House of Representatives by September 1 explaining the factors prescribed in A.R.S. § 32-3105 or 32-3106 for health professionals and A.R.S. § 32-4403 for nonhealth professionals. The President of the Senate and the Speaker of the House of Representatives are required to assign the written report to the appropriate COR for review. The COR may hold meetings as necessary to consider the report and receive testimony from the public, the applicant group and, if applicable, the regulatory board or entity of the applicant group.

Although statute does not require that the COR hold meetings to deliberate on the sunrise application, the COR is required to study the sunrise report and deliver a report of its

recommendations regarding the sunrise application to the Governor, President of the Senate, Speaker of the House of Representatives and, if appropriate, the regulatory board or entity of the applicant group by December 1, of the same year the application is submitted. Legislative committee staff and Legislative Council draft any recommended legislation.

Although not required, the COR chair may introduce any legislation recommended to regulate a currently unregulated profession or request that the scope of practice of a currently regulated profession be expanded during the following legislative session; however, the sunrise applicant has the responsibility of requesting the chair, or any other legislative member, to sponsor the legislation. Legislative committee staff should communicate this responsibility to the applicant.

CONDUCTING A SUNRISE REVIEW

Step 1 - Application Submitted

- Submission of application - An applicant seeking regulation or increase in scope of practice (sunrise) must submit a written report on or before September 1 to the President of the Senate and the Speaker of the House of Representatives. The report must define the problem, explain the need for regulation and discuss the costs, benefits and negative impact of regulation. The report lists the affected associations, organizations and other practitioner groups; summarizes efforts taken to address the problem; describes alternatives to regulation; and discusses the maintenance of professional standards. Health professionals should refer to A.R.S. § 32-3104 and nonhealth professionals should refer to A.R.S. § 32-4402.

The application should be delivered to the President of the Senate and the Speaker of the House of Representatives:

1700 West Washington
Phoenix, Arizona 85007

Note: It is strongly recommended that the applicant provide an electronic copy of the application to the OAG and Senate and House legislative committee staff assigned to JLAC.

- Applicants for new regulation - An applicant group seeking regulation is required to explain, within their written report submitted to the President of the Senate and the Speaker of the House of Representatives by September 1, the factors outlined in A.R.S. § 32-3105 for health professionals and A.R.S. § 32-4403 for nonhealth professionals and occupations.
- Applicants for increased scope of practice - A health applicant group seeking an increased scope of practice is required to explain, within their written report submitted to the President of the Senate and the Speaker of the House of Representatives by September 1, the factors outlined in A.R.S. § 32-3106. If a health professional group proposes to increase the scope of practice of its profession, copies of the written report must be submitted to the regulatory board of the health profession for review and comment. If applicable, the regulatory board shall make recommendations based on the submitted report to the extent requested by the COR.

Step 2 - Assignment of Review

- The President of the Senate and the Speaker of the House of Representatives receive the applicant's report and assigns it to a COR.

Step 3 - Pre-Sunrise Meeting

- Review sunrise factors - Legislative committee staff must determine if the sunrise report is for new regulation or an increase in scope of practice, review the applicant's written report for completeness and distribute copies of the report to COR members.

- Contact the COR chair - Legislative committee staff should inform the COR chair of the application for new regulation or expanded scope of practice.
- Schedule a public hearing - A public hearing is not required by law and is held at the discretion of the COR chair. If the COR chair decides to hold a public hearing, the agenda should include the presentation of the written report by the applicant and an opportunity for testimony from other officials and the public. The agenda may also include adoption of final recommendations if additional COR meetings are not necessary.
- Recommendation - The COR may make recommendations regarding the request for new regulation or the increased scope of practice. Statute stipulates that an unregulated health or nonhealth profession shall not be regulated unless the regulation is for the express purpose of protecting the public interest. All legislation proposed in order to regulate a health or nonhealth profession for the first time must be reviewed according to statutory criteria.

Step 4 - Follow-up

- Prepare and distribute final sunrise report - While a meeting is not required on a sunrise, the COR is required to submit a report of its findings by **December 1**. Legislative committee staff should distribute the final sunset report, addressed to the President of the Senate and the Speaker of the House of Representatives. For a complete list of those who must receive a copy of the final sunrise report see the table on [page 15](#).
- Draft legislation - Legislative committee staff works with Legislative Council to draft any recommended legislation.
- To view an example of a the final report of a sunrise review visit: <http://azmemory.azlibrary.gov/cdm/ref/collection/statepubs/id/22049>

SUNRISE PROCESS TIMETABLE

Deadline	Activity
September 1	Applicant group submits a written report to the President of the Senate and the Speaker of the House of Representatives detailing the reasons for regulation or increase in scope of practice. It is strongly recommended that the applicant group provide a copy of the application to the OAG and the Senate and House legislative committee staff assigned to JLAC.
Not specified	the President of the Senate and the Speaker of the House of Representatives assigns agencies to a COR for review.
Not specified	Legislative committee staff schedules sunrise review hearing(s). Statute does not require that a hearing be held.
December	Final sunrise report is due December 1.
January	Introduction of legislation to implement COR recommendations, if necessary.